

COVID-19: Small Business Employment Policy

We are concerned for the safety of our employees and clients/customers. There is a great deal of uncertainty, and unfortunately, what appears to be some hysterical, instead of reasoned, reactions.

First, if you do not feel well, do not come to work. This is rather obvious. We are still in the “flu season” and so it is likely that you have the common cold, allergies or the flu, and not the coronavirus. Follow our normal sick leave procedure by calling in. Our sick leave pay policy will be applied. If you have exhausted your sick leave, please discuss with your supervisor borrowing sick days from the future.

Second, we know that parents are impacted by school and daycare closings. Please contact your supervisor as soon as possible if you need to stay at home with children due to this situation.

Third, if you learn that you have come in close contact with a person who then tests positive for the coronavirus, please do not come to work until you have been tested. Obviously, if you do test positive, please inform your supervisor immediately and do not report for work again until you are cleared by your doctor.

Fourth, for some employees, if you are required to be at home, you may be able to follow our procedures for working from home. Unfortunately, due to normal business operations, some employees may need to work from our location or a client/customer location and cannot work from home.

Fifth, effective immediately, attendance at large meetings, conferences, or training sessions, is not approved. Most large meetings have been canceled or postponed in any event. Related to this, all international travel is suspended until further notice. Domestic

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travel outside the immediate area will be addressed on a case-by-case basis. Due to the close proximity of passengers in airplanes, air travel should not be undertaken without pre-approval by your supervisor.

Sixth, within our location, we will provide antibacterial products and recommend that you use them on any surfaces that are normally contacted by you and visitors, like doorknobs. Further, we will make hand sanitizer available in several places. If there is none available, we will stock it as soon as we can. Many stores are sold out of certain antibacterial products, but restocking should take place soon. Please follow procedures for avoiding contamination that have been heavily promoted in the media, like frequent hand washing and not touching your mouth, nose or eyes.

Seventh, while shaking hands is a business tradition, it is being replaced with the “fist bump” or by touching elbows. While this might seem awkward at first, many in our community would prefer that until this situation settles down.

Dr. David D. Schein, a/k/a “The Employment Guru,” is an author, attorney, professor, speaker, trainer, and HR consultant based in Houston, TX.

His 2018 book, The Decline of America: 100 Years of Leadership Failures, grades the leadership of each of the past 100 years of U.S. presidents (from Wilson through Obama) and offers non-partisan analysis and common-sense solutions.

He is also the author of more than a dozen peer- reviewed articles in academic journals that focus on subjects such as the Dark Web, whistleblowers, consumer protection, credit reporting, and bankruptcy. He has also written, and been quoted in, dozens of articles on a wide variety of business and employment- related topics.

If you are interested in having Dave speak to your organization, or for any other requests, please contact us at RachelH@ClaremontManagementGroup.com, or 713-880-4700.

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