



PrestigePEO

August 12, 2020

COVID-19

We Are Here For You

Today's Presenters



Jason Flinn

Today's Moderator-
Director of
PrestigePEO Client
Services



Andrew Lubash

Founder and
Principal of Prestige
Employee
Administrators



Carol Sawyer

Tax Manager at
PrestigePEO



Julie Prisco

Director, National
EAP Services



Erin McKown

Director, Corporate
Development and
Training Services
National EAP

Today's Topics



- Updates from National EAP regarding “Creating Psychological Safety for the Return to the Workplace”
 - Psychological Safety
 - Communication and Transparency
 - Showing Empathy
 - Training Management
- Travel Advisories
- Legislative Update & PPP Loan Forgiveness Reporting
- General FAQs

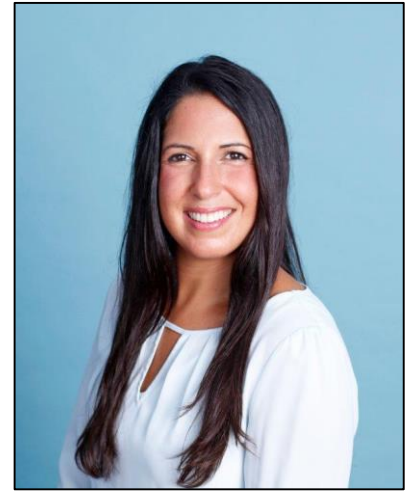
- ❖ Webinar Forum
 - All participants are muted.
 - Please type questions in the side navigation panel and we will try to address most questions.
 - Today's presentation will be posted prestigepeo.com/covid-19.

Welcome Update Presented by Andrew Lubash



- Andrew (Andy) Lubash is Founder and Principal of Prestige Employee Administrators.
- Andy currently holds several positions at the National Association of Professional Employer Organizations (NAPEO);
 - Chairman of the Board of Directors
 - Member of the Federal Government Affairs Committee
 - Member of the Healthcare Committee
- Previously, Andy was Chairman of the State Government Affairs Committee for five years.

National EAP Presented by Julie Prisco



- Julie Prisco is Director of National EAP Services
- Works closely with employees, HR and leadership delivering services that move organizations towards success
- Accomplished therapist, workplace trainer and crisis responder
- Certified Employee Assistance Professional
- Bachelors Degree in Psychology
- Master's Degree in Marriage and Family Therapy from Hofstra University
- Certified in Divorce Mediation from Hofstra University and the Center for Mediation and Training

National EAP

Presented by Erin McKown



- Erin McKown is the Director of Corporate Development & Training Services for National EAP
- Works closely with HR professionals and leadership teams offering consultation and counseling regarding difficult employee situations in the workplace
- Licensed social worker
- Certified anger management and crisis response specialist



Creating Psychological Safety for the Return to the Workplace

ERIN MCKOWN

DIRECTOR, TRAINING SERVICES

NATIONAL EAP, INC.

JULIE PRISCO

DIRECTOR, EAP SERVICES

NATIONAL EAP, INC.



Psychological Safety

A condition in which human beings feel

- included
- safe to learn
- safe to contribute
- safe to challenge the status quo

- Timothy Clark

Communication and Transparency



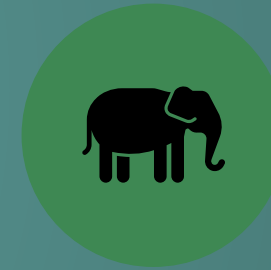
TELL YOUR EMPLOYEES
WHAT YOU ARE DOING
TO KEEP THEM SAFE



KEEP THEM INFORMED
OF NEW PROTOCOLS



REPEAT THE MESSAGE
IN MULTIPLE WAYS



ADDRESS THE
ELEPHANT IN THE
ROOM

Be Empathetic



Accept that people's fear will often be displayed with anger or defensive actions



Ask why



Listen to employee concerns



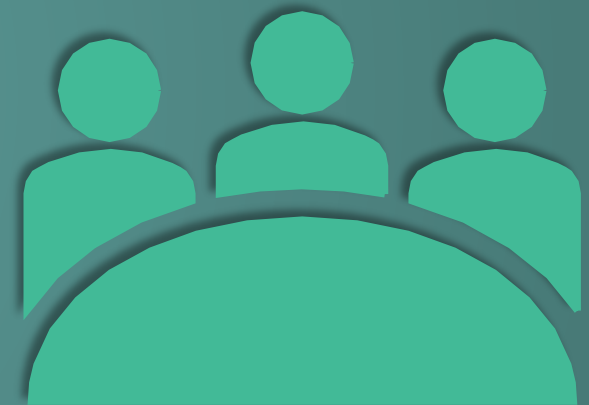
Remind them of resources available to them



Coordinate with your EAP to ensure you have counselors available to support those who are having difficulty functioning

Train Management

- Managers need to fully understand changes
- Ensure managers know how to appropriately respond to employee concerns
- Set expectations for how often they check in with staff
- Equip managers with resources to share with employees who express concerns
- Help them see their role in organizational success



Thank You!



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Travel Advisory

Travel Advisory

Illinois

- There are no statewide restrictions at this time.
- There is a 14-day quarantine for visitors heading to Chicago from: Alabama, Arkansas, Arizona, California, Florida, Georgia, Idaho, Louisiana, Mississippi, Missouri, Nevada, Nebraska, North Carolina, North Dakota, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, and Wisconsin.
- This list is set to be updated every Tuesday and any changes will go into effect the following Friday at 12:01 a.m.

Pennsylvania

- Visitors traveling from states with a high number of Covid-19 cases are asked to quarantine for 14 days. As of July 24th, they are identified as Alabama, Arizona, Arkansas, California, Florida, Georgia, Idaho, Iowa, Kansas, Louisiana, Mississippi, Missouri, Nevada, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Utah and Wyoming

Travel Advisory

New York

- Travel Advisory Quarantine – applies to any person arriving from a state with a 10% or higher positive rate of COVID-19 cases over a seven-day rolling average.
- New York plans to levy a \$2,000 fine against certain travelers who leave airports in the state without submitting a form that says where the travelers are arriving from and where they're going to.
- COVID-19 Traveler Registration
 - As of August 5th, New York City has instituted COVID-19 Traveler Registration checkpoints at key entry points, major bridges and tunnels, into New York City and extended to Penn Station on August 6th.

Travel Advisory

New York continued

- Here's the updated list of states on the current travel advisory for New York (partnered with New Jersey and Connecticut):
 - Alabama
 - Arizona
 - Arkansas
 - California
 - Florida
 - Georgia
 - Hawaii
 - Indiana
 - Iowa
 - Idaho
 - Illinois
 - Kansas
 - Kentucky
 - Louisiana
 - Maryland
 - Minnesota
 - Mississippi
 - Missouri
 - Montana
 - North Carolina
 - North Dakota
 - Nebraska
 - Nevada
 - Oklahoma
 - Puerto Rico
 - South Carolina
 - South Dakota
 - Tennessee
 - Texas
 - US Virgin Islands
 - Utah
 - Virginia
 - Wisconsin

Travel Advisory

Maryland

- On July 29th, Maryland issued an updated out-of-state travel advisory that “strongly recommends” that all residents refrain from non-essential travel outside of the state, due to spiking COVID-19 rates.
- Travelers coming from another state are “encouraged” to either get tested within the 72 hours before departure in their state or promptly upon their arrival in Maryland, in which case they should self-quarantine while they await their results.
- Maryland residents returning from any state with a COVID-19 test positivity rate of 10% or higher (except Virginia and Washington, D.C.) “should” get tested and self-quarantine at home while awaiting results. Travelers may refer to the CDC’s list of COVID-19 test positivity rates for up to date information.

Travel Advisory

Massachusetts

- As of August 1st, a new order requires all arrivals, including residents, to complete an online travel form upon return to the state.
- Travelers must quarantine for 14 days or produce a COVID-19 test result from a sample taken up to 72 hours prior to their arrival in Massachusetts.
- Those who wish to avoid quarantining for two weeks can obtain a COVID-19 test at an approved center within the first 72 hours of arriving in Massachusetts but must self-isolate until they get their test results.
- Travelers from “lower-risk” states are exempt from both the form and quarantine requirements, which means that they meet both of two criteria: the state they traveled from averages daily new case numbers of less than six per 100,000 people and has positive test rates below 5%, as measured on a seven-day rolling average.
- As of August 1st, said states include Connecticut, Hawaii, Maine, New Hampshire, New Jersey, New York, and Vermont.

Travel Advisory

Connecticut

- Connecticut has partnered with New York and New Jersey in maintaining a joint travel advisory, which applies to persons entering from high-risk states, a list of which is continually being updated. See New York above.
- Anyone entering from one of these high-risk states must also fill out a Travel Health Form. Failure to do so may potentially result in a \$1,000 fine and mandated quarantine completion.
- Travelers who are “just passing through” (spending less than 24 hours in-state) are not subject to quarantine requirements and are allowed to take brief stops while crossing, including at rest areas for vehicles; and in the course of layovers for those who are traveling by air, bus or train.

Travel Advisory

New Jersey

- The state's incoming travel advisory (Partnered with New York and Connecticut) recommends a 14-day quarantine of all returning residents and visitors coming from areas with positive COVID-19 test rates of more than ten in every 100,000 people, or a positivity rate of 10% or higher, based on a seven-day rolling average.
 - "The self-quarantine is voluntary, but compliance is expected."
- New Jersey also asks inbound travelers from any of the affected states to provide information about where they've been and their intended destination(s) via a voluntary online survey to aid tracing efforts.

Legislative Update & PPP Loan Forgiveness Reporting

Legislative Update

On Saturday, August 8th, President Trump signed 4 Executive Orders

1. Requires HHS Secretary Alex Azar and CDC Director Robert Redfield to consider whether a ban on evictions is needed
2. Waives interest on federal student loans through 2020 and allows borrowers to delay payments through 2020
3. Restores an additional unemployment payment of \$400 beginning 9/1/2020 through 12/6/2020 or when the money runs out (\$44 billion). Based on current unemployment, that will be about 5 weeks.

Legislative Update

4. Memorandum on Deferring Payroll Tax Obligations

- Employees making up to \$104,000 are eligible to defer the FICA tax (6.2%) withholding for the period 9/1/2020-12/31/2020
- No details on how employees would pay the tax due after the deferral or when it would be due
- Employers may be held liable for re-payment if the employees do not pay the taxes when due
- It is not clear if employers are required to offer the deferral.
- Secretary Mnuchin is responsible for issuing guidance on the process



PPP Loan Forgiveness Reporting

Owners of a business that receive W-2 wages must be designated as an owner of the business in the PrestigePro system. Please contact your payroll specialist to review the information.

General FAQs

FAQs

If schools continue remote learning in the fall, will employees be entitled to FFCRA Leave?

- Yes. Employees will be entitled to FFCRA leave. Employers should work now with their staff to figure out how school reopening plans will impact their staff's work schedules. Options include maintaining remote work, working around the school schedule for intermittent leave, and adding flexibility to hours worked.

Can I force older at-risk employees to stay home?

- The EEOC has advised that employers excluding someone on the basis of age are in violation of the Age Discrimination Employment Act. However, on the local level, certain sick-leave laws require an employer to reasonable accommodate those who request COVID-19 based accommodations based on age.

FAQs

Now that our employees are back in the office – how do we handle a positive test result?

- The CDC recommends the employee be sent home immediately, not to return until released by their medical provider. All employees that worked closely with the employee should be sent home as well. The CDC defines “closely” as within 6 feet from each other for periods of 10 to 30 minutes or longer. The individuals working near the employees should follow the recommendation of consulting a healthcare provider.

My employee traveled to a state that requires a 14-day quarantine – do I have to pay them?

- Possibly. If the employee has not utilized the leave benefits under the FFCRA already, a health enforced quarantine is an eligible reason to receive pay under the Families First Coronavirus Response Act.

FAQs

If I'm under the 60% threshold for payroll expenses, will a part of my PPP loan still be forgiven?

- The PPPFA raised that question but it has since been clarified - less than 60% use of eligible payroll expenses will just reduce forgiveness.

Do I have to screen my employees daily for COVID-19 symptoms before they enter the workplace?

- While the CDC recommends it, some states go further and require it. We recommend you speak with your Human Resources Business Partner to help determine your workplace practices as your employees return to the worksite.

FAQs

Can I test my employees for COVID-19?

- The EEOC has stated that COVID-19 tests are permissible under the ADA, so long as it is job related and consistent with business necessity. We recommend you work with your Human Resources Business Partner to help determine the best course of action for your business.

How about the antibody test?

- No. The CDC states antibody test results should not be used to make decisions about returning an individual to the workplace.

Client Communications

Prestige Communications

Today's presentation will be posted in our [COVID-19 resource center](#). Visit our resource center at prestigepeo.com/covid-19 for all things COVID-19.

Stay tuned for an invitation to [future webinars](#)

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