



citycounty insurance services
cisoregon.org

COVID-19 Employment-Related Best Practices

Q&A

Q: *Can we screen employees and vendors for COVID-19 by taking temporal (forehead) temperatures?*

A: Generally, yes with the understanding that is done in a consistent, non-discriminatory manner.

Q: *What about employee medical information?*

A: Individual identifying health information remains confidential under federal and state law. DO NOT share an individual employee's health condition with others.

Q: *What if a healthy employee wants to stay home with their school-aged child because K-12 schools have been closed by the Governor?*

A: Late Wednesday, March 18, a Temporary Administrative Order was issued allowing for OFLA Leave to be taken in the event of a declared Public Health Emergency shutting all Public Schools.

Q: *What about proposed federal law changes expanding paid FMLA and Sick Leave?*

A: H.R. 6201 "Families First Coronavirus Response Act" was signed on March 18, directing federal Emergency Paid Sick Leave and Paid Family Medical Leave. Specifics are not currently known but expect a complete guidance report from CIS Pre-Loss soon.

Q: *Are there any more resources on how we can prepare our workplaces for COVID-19?*

A: A short course on COVID-19 preparedness is available to all Property/Liability, Workers' Compensation, and CIS Benefits members and agents through the CIS Learning Center.

Additional Tips

- Focus on what is known, don't spread rumors, gossip or fear
- Clearly communicate your organizations preparedness and plans
- As soon as something changes, make sure to let everyone know
- Keep common areas clean; reinforce good hygiene
- Help employees with self-care
- If your leave policies change, let them know

Remember Your EAP

Encourage employees to use their employee assistance program (EAP). There are specific programs for family caregivers, financial concerns and even stress tips for managers.

CIS Benefits members have EAP coverage through Cascade Centers. They are ready to help and can provide 24/7 assistance. Contact them at 800-423-2320 or by text at 503-980-1777. You can also visit their website at www.cascadecenters.com and enter CIS for the company name.