

RETURNING TO WORK
AFTER COVID-19 SIP ORDERS END



A Golden Gate Chapter of the ALA Event

Thursday, April 23rd at 10 am, Via Zoom Meeting

Moderated By:

Kira Hansen, Office Administrator with Rosen Bien Galvan & Grunfeld LLP

DeAnna Ouderkirk, Director of Administration with Sheppard Mullin Richter & Hampton LLP

J. Ellen Pace, Senior Administrative Operations Manager with Morrison & Foerster LLP

Sue Stratton, Firm Administrator with Johnston, Kinney & Zulaica LLP

MEET YOUR MODERATORS



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OVERVIEW

Coronavirus (COVID-19)
Where are we now?
Return To Work
Leadership Issues
Human Resource Issues
Regulations
Operations Issues
Finance Issues
Resources
Discussion



Moderated By: Kira Hansen; DeAnna Ouderkirk; J. Ellen Pace & Sue Stratton

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WHERE ARE WE NOW?

Coronavirus Pandemic

California Cases

Confirmed: 37,707

Deaths: 1,438

US Cases

Confirmed: 855,250

Deaths: 47,974

Global Cases

Confirmed: 2,649,680

Deaths: 184,643

California COVID-19 By The Numbers

April 21, 2020

Numbers as of April 20, 2020

CALIFORNIA COVID-19 SPREAD

33,261

Total Cases

Ages of Confirmed Cases

Gender of Confirmed Cases

Hospitalizations

Confirmed Cases in Hospitals

Confirmed Cases in ICUs

Confirmed Cases in Fatalities

Stay Home. Save Lives.

covid19.ca.gov

ALL

COVID-19

WHERE ARE WE NOW?

Bay Area SIP Order effective March 17, 2020 extended to May 3, 2020

California Order – Until further ordered

Federal allows Governors to decide with plan

6 Weeks into Work From Home

Essential Employees or No

President Trump Suspends Immigration

Effective April 22 for 60 days

Governor Newsom - April 22

Update testing sites for 25k per day

Establish Contact Tracing Workforce

Bay Area as of 4/22/20

Stay In Place Orders & COVID-19

Alameda

Berkeley

Contra Costa

Marin

Napa

Santa Clara

San Mateo

San Francisco

President Suspends Immigration Into The US

<https://www.newsweek.com/donald-trump-signs-limited-immigration-suspension-order-claims-he-suspends-all-immigration-us-1499463>

Newsom's Press Conference Yesterday

Video - <https://www.facebook.com/abc7news/videos/1890367954433539/>

Transcript - <https://www.rev.com/blog/transcripts/gov-gavin-newsom-california-covid-19-briefing-transcript-april-22>



RETURN TO WORK??



LEADERSHIP ISSUES

Timing

Guidelines

Risk management

Perception is reality

Firm culture & values

Transparency is essential

Common sense should prevail

Proactively manage partner expectations

Balancing client needs with employee realities

Embrace the change and mold the new normal



PHASED APPROACH TO RETURNING TO THE OFFICE

Phase I

Voluntary Basis – Some Encouraged – Limited Occupancy – 25%?

Open Communication with flexibility and compassion

Building and Office Ready

Plan Prepared

Symptom Checks – Us/Them

No Meetings/No Visitors

All Travel Prohibited

No Visiting Attorneys – Work in home office only

Define - Phase 2, Phase 3, Phase 4

HUMAN RESOURCES ISSUES

Safety & Wellbeing of Employees

Continuous Communication

Flexibility & Compassion

Risk Management & Compliance

Re-engagement of Employees

Support/Training for Virtual and Local Teams

Identifying High Risk Individuals

Self Identify/Proactively Approaching

Symptom Checking

Discrimination

HIPPA

Masks/No Masks - Type of Masks

Gloves/No Gloves

Transit/Transportation

Kids/Parents at Home

Scared to Come In

Sick Leave or Work From Home

Accountability/Labor Laws

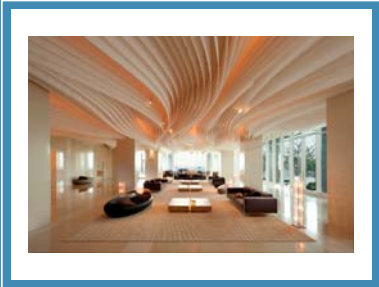
Flexible Schedule/Shortened Schedule

Attorneys and Staff – Different Approaches?



OPERATIONS
ISSUES

Building
Lobby
Elevators
Directional Signs
Hallways
Kitchens/Restrooms
Conference Rooms
Janitorial
Mailroom/Copy Center
Offices/Workstations
Social Distancing
Technology
Pandemic Plan/Business Continuity



FINANCIAL
ISSUES

Budgets
Salaries/Staff & Attorneys
Space Restrictions
Lease Renewals
Rent Payments





RESOURCES

Interesting Articles/Links:

- https://www.eeoc.gov/eeoc/newsroom/wysk/wysk_ada_rehabilitation_act_coronavirus.cfm
- <https://www.law360.com/articles/1266788/eeoc-gives-employers-a-green-light-to-test-for-covid-19>
- <https://www.linkedin.com/pulse/saving-your-health-one-mask-time-peter-tippett-md-phd/>
- [Our offices will never be the same after COVID-19. Here's what they could look like.](#)
- [Six Feet Office](#)
- <https://www.vox.com/recode/2020/4/14/21211789/coronavirus-office-space-work-from-home-design-architecture-real-estate>
- <https://www.worlddesign.com/2020/04/a-common-sense-guide-for-the-return-to-the-office/>
- <https://www.nytimes.com/2020/04/20/opinion/coronavirus-testing-pneumonia.html?referringSource=articleShare>
- <https://www.engadget.com/tim-cook-eu-google-apple-api-130642940.html>
- <https://www.newyorker.com/video/watch/texting-for-help-during-the-coronavirus-pandemic>
- <https://www.crisistextline.org/about-us/>

RESOURCES



UPCOMING EVENTS

PDF Documents:

- Cushman & Wakefield - Recovery Readiness A How-To Guide For Reopening Your Workplace
- IST – IT Security Information
- Huntsman Architectural Group – Return to the Workplace Space & Planning Guide
- Employer Takeaways From EEOC Virus Screening Guidance by Isaac Mamaysky
- Paycheck Protection Plan under Title IV of the CARES Act/Updated FAQs released this morning
- E-Notary Service

Handbook on Employment Issues

- Castle Publications Employer's Guide to COVID-19 and Emerging Workplace Issues 2020 - [Castle website](#)

Let's Talk

DISCUSSION/QUESTIONS





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