

hr



a Landrum HR company

HR AND THE CORONAVIRUS



STAY UP TO DATE

HR and executive leadership should be actively monitoring the coronavirus in any areas that may impact business and employees. Check CDC notifications frequently and carefully, and let them act as a guide for which actions you should take.

REVIEW CRISIS PROTOCOLS

Evaluate your current crisis management protocols your company uses to make sure they are up to date. This includes any pay and leave policies that might be impacted by an outbreak. Implement changes as needed, and review the policies with your team.



COMMUNICATE REGULARLY

Provide regular and frequent communication and guidance to employees on the CDC's best practices to prevent the spread of the virus. Also, be sure to communicate any changes to standard operations that might occur, to employees, clients, and vendors.

TEST RUN TECHNOLOGY

Before an outbreak hits, test technology your business has in place, such as teleworking software, video meeting systems, and emergency alert notifications. The more familiar your business is with these systems, the smoother the transition will be if you have to use them.



WORK FROM HOME POLICY

In areas heavily impacted by the virus, consider making working from home a mandatory policy until the outbreak ends or diminishes. Additionally, move recruiting activities, such as interviews, to video meetings.

RESTRICT TRAVEL

The CDC recommends limiting travel, both domestic and international, for all employees. Consider withdrawing from events and conferences to minimize exposure risks. If you have employees returning from travel, be flexible to allow them to be tested.

