

GETTING BACK TO WORK – **SAFELY**

**Smart Strategies
for a New Workplace**



MARQUEE®
STAFFING

Working Wonders®



LET'S GET BACK TO WORK!

As America prepares to return to work or operate at full capacity, there is much uncertainty about keeping your employees safe and your business compliant.

Over the last several months, Marquee Staffing has worked closely with employers – many of them essential businesses – to help them remain productive and profitable throughout this challenging time.

This simple-to-use reference guide includes best practices to get back to business safely.



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Draft a Return to Work Plan

Preventing the spread of COVID-19 and containing any outbreaks is essential to keeping businesses open. Employees should not be afraid of losing their jobs or being unable to make ends meet if they become ill.

- Begin with an employee health and safety policy, which you communicate to all employees.
- Encourage employees to stay home if they are ill
- Be sure they know COVID-19 symptoms
- Update your sick-day policy to reflect current realities
- Offer paid sick leave to prevent people from coming to work sick

Control the Work Environment

OSHA's COVID-19 Guidance categorizes workplace controls into engineering and administrative controls. Your plans should include the following:

ENGINEERING CONTROLS:

- HVAC System improvements
- Upgraded air filters
- Increased ventilation
- Barriers such as sneeze guards

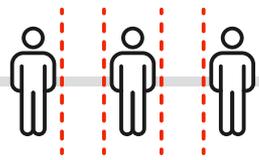
ADMINISTRATIVE CONTROLS:

- Instructing ill or exposed workers to stay home
- Implementing social distancing guidelines
- Providing ongoing communication and training

OTHER SAFE WORK PRACTICES:

- PPE such as masks and gloves
- No-touch trash cans
- Hand sanitizer stations
- Regular handwashing





Set up Your Business for Success

Doing business in the time of COVID-19 can be daunting, but with some thoughtful practices, you can minimize the potential for infection and reduce distractions.

SEPARATE WORKSTATIONS

Be sure that employees can comfortably work a minimum of six feet apart. This can be achieved by moving desks or equipment or leaving some workstations vacant. Don't forget about egress areas. You will undo all the work you put into spacing out stations if employees must squeeze past each other to reach them. Use plexiglass screens or other physical separation equipment or directional signage and floor markings.

MINIMIZE GROUP INTERACTION

Eliminate meetings, huddles, scrums. Replace with email, Slack or other intraoffice communication. Video meetings or conference calls, which many of us have gotten skilled in recently, can continue. Do not buy pizza for the team or put donuts in the breakroom. Unfortunately, what was once a morale booster is now an attractive nuisance.

KEEP POPULATION LOW

Use flexible scheduling to prevent overcrowding in any given area. Shiftwork (with minimal overlap), rotating in-office and at-home work. Continue remote work where possible.

AVOID SHARED EQUIPMENT

If you have enough pens, tools or other equipment for everyone to have their own, that's ideal. If not, designate an area for items to be placed for sanitation before the next employee picks them up. Immobile, but high-touch equipment such as phones, elevator buttons, printers or machinery should be sanitized on an ongoing basis throughout the day and deep cleaned off hours.

ISOLATE TEAMS

To prevent cross-contamination should an employee become ill, divide the workforce into teams, each of which occupies the same workspace, uses the same equipment, is assigned to a specific restroom and break time. That way, if there is an outbreak, it is confined to one team.



Keep Your Employees Safe, Healthy and Productive



When your team sees that you are doing everything you can to keep them safe in the workplace, you will increase engagement and improve retention.

CLEANING AND SANITIZING

- Implement a thorough cleaning of the physical workplace before employees return to work.
- Consider contracting a specialized cleaning service for maximum effectiveness.
- Establish an ongoing cleaning and sanitation schedule and protocols.
- Provide cleaning and disinfecting supplies such as alcohol wipes, hand sanitizer dispensers and wash stations for employees
- Consider how sanitation rules will be enforced regarding employees and third parties in the workplace.

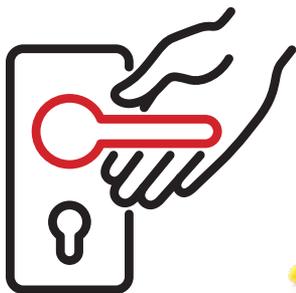
PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Will employees be required to use PPE, such as masks or shields?
- Is PPE required full time or under specific circumstances?
- Will PPE be provided to employees required to use it?
- Can employees be permitted to use their own PPE if they prefer

THIRD-PARTY ACCESS

- Take measures to control third-party access to the workplace.
- Reduce in-person interaction when possible through Zoom conferences or other technology.
- Set visitor requirements for social distancing, sanitization, and masks or other PPE.
- Be sure that any contract employees are compliant with standards.
- Establish a protocol for enforcing established COVID-19 rules.





Watch for Hot Spots

These areas require special attention to prevent the spread of infection. Focusing on heavily trafficked or frequently used items can go a long way to keeping your team healthy.

ENTRY AND EXIT POINTS

- Limit the number of people allowed to use the elevator at one time.
- Plan to maintain social distance in areas prone to bottlenecks.
- Put access control measures in place to monitor who is in the building.
- Determine how deliveries and other shipping and receiving issues will be handled.

FREQUENT TOUCHPOINTS AND SHARED EQUIPMENT

- Door handles, light switches, elevator buttons, and other high-touch spots must be cleaned and disinfected frequently.
- Automated doors might be a good long-term plan. If that is not an option, consider propping open doors as long as it won't interfere with safety, security concerns, or fire code regulations.
- Ensure shared common equipment such as coffee machines, microwave ovens, vending machines, water coolers and photocopiers are kept clean and disinfected.
- Replace cups, plates and silverware with disposable versions.



In the Event of an Exposure

If an employee, visitor or family member has tested positive, been exposed to, or shown symptoms of COVID-19, it's important to react quickly. Immediately send home any employee who displays symptoms or tests positive for the virus.

Isolate their workspace and send home any employees who worked in proximity. These employees should be tested for the virus and self-isolate for 14 days.

FOLLOW CDC GUIDANCE:

- Establish protocols for COVID-19 exposed employees.
- Keep sick or exposed employees away from others.
- Develop a plan for identifying and isolating any employees who show COVID-19 symptoms in the workplace.
- Create processes for contact tracing and notifying other employees of possible COVID-19 exposure.
- Determine how to warn other employees without infringing on the privacy of the employee with confirmed or suspected COVID-19.
- Have a clear emergency plan to disinfect any affected areas.

Recovered employees may safely return to work after three days (72 hours) with no fever or symptoms.

COVID-19 infections can crop up anywhere. The right prevention and response plan can keep your employees safe and your business operating with minimal interruption.



What Employees Need to Know

Many employees are nervous about returning to work. Reassure them that you care about their welfare and expect them to do their part. Encourage workers to raise questions or concerns about workplace safety with managers.

Consider how employee responsibilities will be communicated:

- Will managers require any special training?
- How will you update employees before they return to work?
- How will questions or feedback from employees be handled?
- Will you hold regular health and safety meetings to review COVID-19-related procedures?
- What signage is needed to ensure employees understand their part in the safety plan?
- How will you train employees in sanitizing, social distancing, use of PPE, etc.?
- How will you communicate changes in practices and policies?

Communication and training are essential for employees to understand their rights and responsibilities and return confidently to work.



What Can Marquee Do for you?

When it all seems too much to get a handle on, Marquee can help. We ensure that all our employees are healthy and ready to work on day one and throughout the duration of their assignment with you.

MARQUEE WILL...

- Have employees prescreened for COVID-19.
- Perform ongoing wellness checks and symptom screening.
- Help you augment staff until your employees are willing and able to return to work.



Why Marquee?

PROVEN SUCCESS. For more than 30 years, we have built a reputation on expert local market knowledge, unparalleled personalized service and the ability to deliver winning candidates and job opportunities.

REGIONAL EXPERTISE. With recruiters in Orange County and San Diego and decision-makers on-site, you get local expertise and fast responses with no red tape.

SPECIALIZED RECRUITERS. Each recruiter specializes in key industries to create smart, custom solutions for you.

RELATIONSHIP ORIENTED. Long-term professional relationships give us a better understanding of your needs and challenges.

PROGRESSIVE. Web-based tools and a comprehensive online assessment center make it simple to work with us.

We offer a wide range of workforce solutions to help employers navigate this difficult time.



Workforce and Staffing Solutions

CONTRACT

Add flexibility to your workforce with contract and temporary staffing. Make up for lost time with extra help, add tough-to-find skill sets, meet tight project deadlines or fill in for absent employees.

CONTRACT-TO-HIRE

Reduce hiring risks by evaluating a Marquee employee on the job for skills and fit before extending an employment offer.

PERMANENT

Marquee can source, screen and interview candidates on your behalf. You will choose from only the top prospects and owe nothing unless you choose a candidate we present.

PAYROLLING

You find the talent and place the temporary employees you choose on our payroll. We take care of paychecks, tax withholding, workers' compensation and benefits, freeing you to focus on other priorities.

ON-SITE

Our on-site coordinator manages Marquee's contingent employees at your facility – keeping workers safe, compliant and well trained. We take care of job requisitions, onboarding, timekeeping and reporting, freeing you to focus on other priorities.

MANAGED SERVICES

We take responsibility for your contingent workforce in a vendor-neutral environment. This comprehensive program improves efficiency and performance, saving you time, money and frustration.



ADDITIONAL RESOURCES

If you are still falling short financially even as you get back to business, you may be eligible for a boost from the Paycheck Protection Program, if it is extended by the federal government, or an SBA disaster assistance loan.

You can find additional information and resources from the following agencies:

- U.S. Chamber of Commerce. Industry-specific reopening guidance.
- Centers for Disease Control (CDC). Guidelines to help businesses assess readiness for reopening and maintaining a healthy work environment.
- State of California. COVID-related guidelines and resources for businesses.
- Orange County, CA. COVID-19 hotline and up-to-date list of COVID-19 testing locations.
- OSHA. Guidelines for physical preparation of workplaces prior to reopening.

Guidelines are always subject to change.

Outbreaks of COVID-19 have been occurring throughout the country, often in correlation to what preventive measures are taken. Be vigilant in protecting your employees, visitors and customers to ensure your business remains productive and profitable.





GET BACK TO WORK WITH MARQUEE.



CONTACT US TODAY.

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SOURCES:

<https://coronavirus.egovoc.com/>

<https://coronavirus.egovoc.com/covid-19-testing>

<https://www.jdsupra.com/legalnews/return-to-work-best-practices-during-26629/>

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://www.osha.gov/shpguidelines/hazard-prevention.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

https://www.who.int/docs/default-source/coronaviruse/advice-for-workplace-clean-19-03-2020.pdf?sfvrsn=bd671114_6

<https://www.whitehouse.gov/openingamerica/>

<https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program>

<https://www.uschamber.com/co/start/strategy/federal-small-business-stimulus-aid-programs-guide>

<https://www.uschamber.com/reopening-business>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://covid19.ca.gov/business-and-employers/#top>