

# A Human Resources Guide to the Coronavirus Outbreak As of March 9, 2020

As COVID-19, the coronavirus disease that was first detected in Wuhan City, China, continues to sicken people around the globe, we’ve been getting a lot of calls from members wondering how this might impact their operations from the human resources standpoint. Here are the answers to some of the questions you may have...

## How can we help prevent an outbreak of COVID-19 at our workplace?

- Education and ramped-up infection control procedures are your best defenses. The CDC (Centers for Disease Control) recommends that you encourage everyone to:
- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
  - Avoid touching eyes, nose and mouth with unwashed hands.

- Avoid close contact with people who are sick.
- Stay home when sick.
- Cover coughs or sneezes with tissues, then throw the tissues in the trash.
- Clean and disinfect frequently-touched objects and surfaces.

In the workplace, frequently-touched objects and surfaces include doorknobs, workstations, countertops, phones, keyboards, mice, touch panels on printers and more.

To remind employees about proper handwashing and cough/sneeze covering techniques, we recommend that you post fliers from the CDC or County in restrooms and common areas. See <http://bit.ly/cdc-flyer>, <http://bit.ly/cdc-flyer2>, <http://bit.ly/lacounty-flyer>.

## Should we require all of our employees to wear masks?

No, at this time this is not considered

appropriate for all employees. That said, keep in mind that if you do require the use of masks then you must use the right type of masks and have safety guidelines, protocols and training around their use.

## Can we require an employee to leave work if they seem ill?

Yes. If an employee comes to work visibly ill with a fever or breathing difficulties—two of the main symptoms of COVID-19—then you have the right to send them home. In this case, it is recommended that you ask them to seek medical attention.

Keep in mind, though, that one of this virus’ most common symptoms, coughing, can also be caused by environmental allergies. So you’ll want to avoid forcing someone to leave work if they’re not actually ill.

## If we send an employee home do we have to pay them for that day’s work?

Yes. You must pay them for either actual time worked or for Reporting Time,

whichever is greater. Reporting Time pay is for a minimum of two hours and a maximum of four hours, calculated as half of the number of hours of their usual shift.

## If an employee asks to go home do we have to pay them for that day’s work?

In this situation you must pay them for any hours actually worked that day. However, if they have not worked at least

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## STATE HAPPENINGS BY RJ Monthly Update from Our Lobbyist in Sacramento

### Things are Heating Up in Sacramento!

February 21 marked the deadline for introducing new bills during this legislative year. This deadline then kicked off a four-week period during which the contents of these bills are revealed. Although some bills have some substance before their introduction, others are just placeholders that are introduced before the deadline and then fleshed out after that. As always, this year’s crop of bills represents a mixed bag of good ideas and business killers. In this column I’d like to bring your attention to one of each.

**First, the good**  
SB 1129, authored by Senator Bill Dodd from Napa, is meant to help reform abuse of the Private Attorney General’s

Act (known as “PAGA”). Under PAGA trial attorneys have been going after companies for labor code violations, with many lawsuits being filed for very picayune violations of pay stub rules. SB 1129 aims to curb these abuses in two ways. First, by giving employers a 60-day window in which to cure any type of pay stub violations that are brought to their attention. Second, by capping the amount of penalties that a PAGA claim can make at \$5,000. This is a huge change from where things stand currently, which is with no penalty cap at all.

**Next, the bad and the ugly**  
AB 2712, authored by Assembly Member Evan Low, would institute a state-

wide universal basic income whereby every Californian would receive \$1,000 each month. According to the current language of the bill, this “free money” would be financed by a yet-to-be-determined value-added tax on both goods and services. Of course, this yet-to-be-determined value-added tax would be in addition to and more onerous than our existing sales taxes (which are above 10% in some California jurisdictions), as value-added taxes are imposed on every transaction in the process, not just on the ultimate sale of the product or service to the end consumer. This would obviously have a significant impact on our industry, due to the amount of services that we pro-

vide to both the public and to other businesses. While I would say that the chances of this bill passing are fairly low, we cannot take that for granted.

**Both bills have a long way to go**  
The next step for these and all other bills is to be referred to their respective Policy Committees. There, over the course of the month of April, they’ll be heard. Meanwhile, we are lobbying for your interests. Hopefully we’ll be able to join with others to get good bills across the finish line, and defeat bills such as AB2712 that would harm printers and the entire economy.

## HUMAN RESOURCES

### Preserve Evidence in Harassment Cases

Harassment claims can be difficult to prove or defend against, as these claims often come down to “he said / she said” situations. Sometimes, though, there is actual video or photographic evidence of the situation. Perhaps your security cameras caught a supervisor physically threatening a subordinate, or an employee snapped a photo of the racial slur that was left on a note in someone’s locker. Whatever it might be, if you unearth video or photographic evidence during your investigation into the claim, be sure

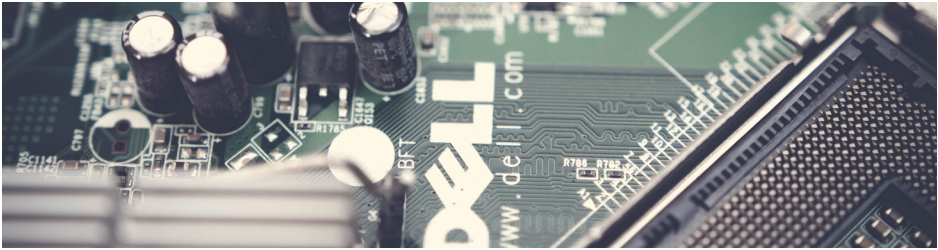
to take steps to preserve it! In a recent court case, video evidence was actually used to successfully defend against two court employees’ claims of sexual harassment and a hostile work environment. In this court case two women alleged that a particular security guard regularly sexually harassed them during the courthouse entry screening process. However, after scrutinizing weeks of video footage, the Human Resources department could not find any footage that matched the employees’ accounts of the situation.

Some footage directly contradicted their accounts—a fact noted by the court, which stated that the video evidence “clearly refutes” the plaintiffs’ claims.  
**Action item:** If it is not already there, add “preserve evidence” to your harassment investigation checklist.



## NATIONAL ASSOCIATION NEWS GOVERNMENT & LEGISLATIVE

### Are You Taking Advantage of Equipment Discounts? Yes, the Anti-Discrimination and Anti-Retaliation Laws Really are Enforced



Here’s an important reminder: Your PIASC membership includes membership in the Printing Industries of America (PIA), which is the national organization. This means that you are eligible for participation in PIA’s National Buying Program. The National Buying Program offers significant discounts on products and services that are vital to your business—including new equipment such as laptops and presses.

If you’re in the market for new equipment, you’ll want to take a close look at the discounts available from Dell and Konica Minolta...

**Save on Dell laptops, desktops and other small business products**  
PIASC members can save up to 40% off the everyday price of laptops, desktops, workstations, all-in-ones, thin clients, monitors, servers, storage, networking and Dell-branded electronics and accessories. Dell will even send an account executive to your site to diagnose and provide a solution for your tech needs.

For more information visit <http://bit.ly/pia-dell>.

**Save on Konica Minolta presses and more**  
Negotiated discounts and promotions are available on:

- **Accurio Digital CMYK and B&W presses**
- **Accurio Wide Format products**, which highlight UV LED technology with roll and direct-to-substrate capability
- **MGI Industrial Print Products**, which features foil, embellishment, 2D and 3D varnish plus label
- **Unique specialty products** such as Duplo and Colex

For more information visit <http://bit.ly/pia-konica>.

The Equal Employment Opportunity Commission (EEOC) has released its 2019 enforcement and litigation data, providing detailed breakdowns for the 72,675 charges of workplace discrimination the agency received in fiscal year 2019. Keeping in mind that many charges allege multiple issues (and therefore the following chart adds up to more than 100%), here is a breakdown by the basis of the charge:

Basis of Charge	% of All Charges Filed
Retaliation	53.8%
Sexual harassment	10.3%
Discrimination:	
Disability	33.4%
Race	33.0%
Sex	32.4%
Age	21.4%
National origin	9.6%
Color	4.7%
Religion	3.7%
Equal Pay Act	1.5%
Genetic information	0.3%

This report serves as an excellent reminder that when an employee files a claim with the EEOC, the agency will investigate charges. If they find that the claim is true, remedies may include back pay, legal costs, compensatory damages and punitive damages.

**Action item:** Running afoul of the anti-discrimination and anti-harassment laws can be extremely costly. Be sure that

your workplace rules and policies are in compliance with the law, and that these rules and policies are strictly enforced within your company.

### 2019 EEO-1 Survey Data Due March 31

Each year the Equal Employment Opportunity Commission (EEOC) requires private employers with 100 or more employees to file what is known as EEO-1 survey data. The EEO-1 reports on the number of people the organization employs, categorized by location, race/ethnicity, gender and job category. Employers meeting the reporting thresholds have a legal obligation to provide this data.

The 2019 survey data must be submitted online at <http://bit.ly/eo-1-reporting> by March 31, 2020. That said, as of this writing the online survey site is not yet open, and the EEOC has not announced when it will be.

**Action item:** If you have 100 or more employees do not wait until the last minute to start gathering your 2019 data. Allow plenty of time for this process



FEATURE ARTICLE

Continued from front

half of their shift, you do not need to pay Reporting Time pay for the balance.

Can we have a policy that prevents employees who are ill from coming to work?

Yes. You can inform employees that if they are ill you reserve the right to send them home or prevent them from coming in to work until they are well.

Does illness or suspected illness with COVID-19 qualify an employee for paid and/or protected leave?

Most likely. If you send an employee home because you suspect they may be ill, you can require that they either use available sick or PTO time, or take the days off without pay. This is also the case if they call in sick.

In some situations the employee may qualify for one of the state’s unpaid job protected leave programs, depending on all of the details of the situation.

An employee who is seriously ill for more than one week may qualify for State Disability Insurance payments, which does not provide any pay for the first week of work missed.

If an employee gets coronavirus after coming into close contact with an infected person during the course and scope of their employment, their illness might trigger a Workers’ Compensation claim. This can happen if, for example, the employee is exposed to illness at work by an infected coworker or while traveling on company business.

Whether or not the employee qualifies for a paid or protected leave program it is highly recommended that you do your best to accommodate their temporary disability or absence and keep some type of position for them to return to.

Is an employee who is quarantined entitled to a paid and/or protected leave?

If an otherwise healthy employee is quarantined, and it is possible for that employee to continue to do their job from home, you can ask them to do so. In this case you would continue to pay them as usual.

If a quarantined employee cannot work from home, you cannot require them to use any available sick leave to cover this absence. However, the California state government just announced that they can apply for State Disability insurance payments. In addition, the employee may qualify for one of the state’s many unpaid job protected leave programs, depending on all of the details of the situation.

Whether or not the employee qualifies for a paid or protected leave program it is highly recommended that you do your best to accommodate their temporary disability or absence and keep some type of position for them to return to.

If an employee tests positive for COVID-19, how should we alert our other employees?

At this point it is safe to assume that in this situation someone from a state or local health agency will get involved and dictate what needs to be done. In this case you should follow all current recommendations from state and federal CDC guidelines regarding how to handle the situation.

What do we need to do to maintain employees’ privacy rights during an outbreak?

To protect employees’ medical privacy rights, do not disclose the identity of anyone who contracts the virus. If an employee is out on leave, do not provide other employees with any specifics other than the fact that the employee is out and the anticipated date of their return.

In addition, you should always keep any medical-related documents provided to you by an employee, such as test results, quarantine notices and medical clearances, in an individual Medical File that is separate from the person’s Personnel File. These Medical Files should have even more limited access than normal Personnel Files.

From the human resources standpoint, is there anything we can do now to prepare?

In a pandemic situation you are likely to be operating with a reduced workforce. If multiple people are out because of

illness, quarantine or an inability to get to work (such as due to transportation shutdowns), how will you keep your operation running? For example:

- Can you provide cross-training now, so that employees are prepared to take on multiple roles?
- Can you set things up so that some work can be done remotely?
- Can you create alliances with other printers to help each other out in an emergency?

Conclusion

The good news about COVID-19 is that most people who contract the disease will only experience mild illness. The bad news is that from a business perspective it can be extremely disruptive.

If you have any questions about how to handle coronavirus-related HR matters, please feel free to reach out to your HR team here at PIASC. Contact Rodney or Susan at 323.728.9500, rodney@piasc.org or susan@piasc.org.

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MISCELLANEOUS

Nickolas William Edwards • February 04, 1928 - March 04, 2020

Nickolas William Edwards was born February 4, 1928 to his parents Mary Raftis and Aleck Nick Edwards of Pontiac, Michigan. In 1944 the family moved to Long Beach, California. Nick graduated from Long Beach Polytechnic High School in 1946. He went to work full time with his father at Queen Beach Press. Later the company moved to its present location on Pine Avenue in Long Beach. His brother Bill Edwards joined the business in 1955. After their father retired the two brothers worked long days to build Queen Beach Printers into one of the largest printing companies in Long Beach. Nick would work 14 to 16 hours a day and never complained. He loved every minute of it. Nick was very active in the City of Long Beach as well. He served two terms as president of the Downtown Long Beach Associates (DLBA) and was a City of Long Beach Park Commissioner for one term. He loved Long Beach more than anyone could realize and talked as if he built it.

He will be remembered for his quick sense of humor and sharp business mind. Nick was devoted to his wife Pamela, daughters Virginia (Brent), and Carole. He loved his grandchildren Christopher, Alexis, Matthew (Michelle) and Kellie plus his great grandson Jimi. Funeral service were held on March 12, 2020. In lieu of flowers, donations are being made to the Assumption Greek Orthodox Church in Long Beach, 5761 E. Colorado Street, Long Beach, CA 90814.


To view his full obituary, please visit [www.greekobituary.net/obituary/nickolas-edwards](http://www.greekobituary.net/obituary/nickolas-edwards).



Upcoming Events

Krazy Krafts Day for Kids

March 28, 2020



The International Printing Museum’s annual Krazy Krafts Day is a fun day for kids and the “kid-at-heart” in all of us, featuring a full day of on-going activities. At Krazy Krafts Day participants can observe and join in on hands-on demonstrations of Printing, Paper Making, Paper Marbling, Cartoon-

ing, Book Arts, Origami, Calligraphy, Screen Printing (bring a T-shirt), Pago Sculptures and Typewriting. As if that’s not enough, there will also be mini-tours of the museum’s extraordinary collection of operating antique printing presses and the casting of type via the wonderfully noisy Linotype machine. Plus other surprises!

Date/Hours:

March 28, 2020, 10 am to 4 pm

Location:


315 W. Torrance Blvd, Carson, CA 90745

Admission:

\$10

Certified First Aid & CPR Training

April 15, 2020



Includes Bloodborne Pathogen Training! Printing Industries, through Occupational Safety Training Systems, is offering a four-hour seminar in First Aid and CPR and one-hour seminar in bloodborne pathogens. Individuals completing the training will receive

national two-year certification in CPR/ First Aid and one-year certification in bloodborne pathogens. In addition to compliance with Cal/OSHA safety requirements, this program is an opportunity to have trained persons in the workplace who can deal with basic medical situations or emergencies where well-trained response may save a life. The full 5-hour attendance is mandatory for certification, so please be prompt. Casual attire, such as tennis shoes, jeans, walking shorts, is suggested.

Members:

\$65

Non-Members:

\$95

To register visit [www.piasc.org/events](http://www.piasc.org/events)

PIASC Events Calendar

MAR 28

Krazy Krafts Day for Kids

10:00 am - 4:00 pm

International Printing Museum

<https://www.PrintMuseum.org>

MAY 1

SAVE THE DATE! 2020 Graphics Night: Making Magic Happen

Disneyland Hotel

Anaheim, CA

Contact: Maribel Campos, Ext. 210, maribel@piasc.org

APR 5

2020 Continuous Improvement Conference

April 5-8, 2020

Columbus, OH

<https://ci.printing.org>

SEPT 15

SAVE THE DATE! 22nd Annual Orange County Paper & Substrate Show

Andrei’s Conscious Cuisine

Irvine, CA

Contact: Maribel Campos, Ext. 210, maribel@piasc.org

APR 15

Certified First Aid & CPR Training

8:00 am - 1:00 pm

PIASC Training Room

Los Angeles, CA

Contact: Emily Holguin, Ext. 200, emily@piasc.org

For full list of workshops and virtual classes, please visit [www.piasc.org/events](http://www.piasc.org/events)