

Littler COVID-19 Resources



Advice and Counsel

- **Littler onDemand**

Littler onDemand taps the collective knowledge of Littler's 1,500+ attorneys around the world, including more than 150 attorneys on Littler's COVID-19 Task Force, and combines it with our proprietary technology to provide quick, reliable answers you need urgently.

Toolkits

- **Virginia ETS Toolkit**

Effective July 27, 2020, the Commonwealth of Virginia became the first state to enact an Emergency Temporary Standard ("ETS") related to COVID-19. As a general matter, the ETS applies to every employer with operations in the state. There are several baseline obligations that employers must meet and, depending upon the level of risk faced by employees, additional requirements may apply. The toolkit includes a comprehensive template policy that implements the standard and "doubles" as an IDPRP. This policy can be easily adapted to the unique characteristics of worksite. The toolkit also includes several fillable forms and a hazard assessment matrix.

- **Recalling Furloughed Employees Toolkit**

General guidance on recalling furloughed employees, including I-9 requirements, whether you should complete a new background check, and potential drug testing issues. Included in the toolkit are two template recall letters – one intended to be used for shorter furloughs, and one intended to be used for furloughs of a longer duration that contains 50-state compliant offer letter language.

- **Safety and Health Return to Work Toolkit**

The toolkit provides industry-specific guidance to employers on opening their businesses (or continuing to operate their businesses) in a safe and healthy manner, and documenting their actions. The industries covered are Office, Manufacturing/Shipping/Warehousing, Retail, Restaurant/Food Retail, Hospitality, Sales/In-home Service. State-specific versions of the toolkit are also available for New York and California.

- **Telework Toolkit**

Littler's Telework Toolkit provides a model policy and agreement intended for employers committed to making telework a regular and coordinated part of their workplace process and culture. Unlike limited telework policies of the pre-pandemic past, the toolkit addresses myriad labor and employment complications for mandatory and voluntary programs, including workers' compensation protections, tax considerations, timekeeping and meal breaks, data privacy, dependent care, and disability accommodation.

- **Temperature and Symptom Screening Return to Work Toolkit**

Provides detailed guidance and sample protocols, notices, and forms for employers that are considering using temperature and/ or symptom screening as a workplace health and safety measure in response to the COVID-19 pandemic. The Toolkit includes, detailed guidance on legal considerations for on-site symptom screening, temperature screening protocol temperature screening training guide, plus sample forms and notices.



Resources/Tools

- **Restructuring Assessment Solution**
A holistic solution when your company is considering workforce restructurings, including RIFs, furloughs and layoffs to drive stronger business decisions and help minimize risk. Backed by cutting-edge technology, Littler delivers a proactive, strategic, and defensible approach.
- **ComplianceHR SmartScreen**
A paperless, mobile-friendly, COVID-19 screening application for safely returning employees to work.
- **ComplianceHR COVID-19 Resource Center**
An online, automated application that allows users to navigate through COVID-19 related questions and identify answers that will help guide and ensure compliance.
- **COVID-19 Policies and Charts**
 - » Comprehensive State-by-State Charts covering return to work issues
 - » Communicable Disease Policy
 - » Exigent Circumstances Telecommuting Policy
 - » Unemployment Insurance Eligibility Chart
 - » FFCRA Policies and Forms (includes 4 forms)

These materials include template policies and forms that employers can use to implement the Families First Coronavirus Act for both Emergency Family and Medical Leave and Emergency Paid Sick Leave.

 - Form 1 – Emergency Paid Sick Leave Act (EPSLA) Leave Request and Notice Form
 - Form 2 – Emergency Family and Medical Leave Act (EFMLEA) Leave Request and Notice Form
 - Form 3 – Notice of Eligibility for Emergency Family and Medical Leave Expansion Act (EFMLEA Leave and Rights and Responsibilities)
 - Form 4 – Designation Notice for Emergency Family and Medical Leave Expansion Act (EFMLEA)
- **COVID-19 Testing Collection**
A suite of template documents to be used to develop a comprehensive and legally compliant COVID-19 testing program, including testing protocols, template vendor contract language and employee consent forms.
- **Supplements, Guides and Plans**
 - » Safety and Health Guide and Template Forms
 - » COVID-19 Testing Collection

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In addition, Littler has developed other relevant return to work templates and guidance documents:

- Free publications drafted by the firm’s attorneys, including:
 - » The Next Normal: A Littler Insight on Returning to Work – Safety and Health
 - » The Next Normal: A Littler Insight on Returning to Work – Privacy and Data Security Implications of Employee Screening
 - » Littler ASAP: EEOC Says Employers Can Administer COVID-19 Tests Before Employees Can Come to Work
 - » WARN Act Risks Loom for Employers Rehiring or Unfurloughing Employees to Receive Paycheck Protection Program Funding
 - » Is the Future U.S. Workplace a Work Share Program?
- Free on-demand webinars
Covering COVID-19 workplace issues, including:
 - » Back to Work? How In-House Employment Counsel and Human Resources Professionals Can Help Organizations Assess Whether, When and How to Reopen for Business
 - » COVID-19 in the Workplace: Compliance Challenges, Policy Options
 - » COVID-19 in the Workplace: What We Know, What We Don’t
 - » U.S. Immigration Perspective: Managing a Mobile Workforce Under COVID-19 Restrictions
 - » Benefit Issues to Watch During the Coronavirus Crisis
 - » Practical Issues for Employers in Navigating the New Federal Emergency Paid FMLA and Sick Leave Mandates