Remote Work During COVID-19: Human Resource and Technology Considerations

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Key Issues – Behind the Scenes

Deploy
- Phones
- Workstations
- Applications
- Specialized Devices

Connect
- Bandwidth
- HQ
- Remote
- Collaboration Apps

Coordinate
- Records Retention
- Backups
- Security
- Compliance

Support
- Help Desk
- Training
- Policy & Procedures
- PLAN FOR THE NEXT EVENT
Key Issues – Security

Which Cloud is Your Data in?

Data should be secure in Transit as well

2 Factor Authentication is your friend!

Take what you need, leave secure what you don’t
Key Issues – User Experience

Connectivity
What's required? Does your staff know?

Communications
Are you enabled by the cloud, or more traditional?

Collaboration
Real Time Video, Meetings, & Documents

Continuity
Can you support on-prem and legacy applications?
HR – Policy and Procedure

**People**
- Virtual office hours
- Childcare concerns
- Pay and time off
- Frequency of communications

**Work**
- Facilities management
- Delegation of authority
- Realignment of work or stop doing
- Process Documentation/SOPs
- Backburner projects or strategic planning!

**Supplies**
- Record retention
- Office supplies and equipment
- Reimbursement
Families First Response Act

- Effective April 2nd, expires December 31, 2020
- Applies to employers with fewer than 500 employees; employers of 50 employees or less can claim hardship and not provide
- Employers larger than 500 employees are not mandated to participate
- Employer Notice to be created and must be posted within 7 days
HR – Legal: Employer Provided Pay

- Can not require employee to use other paid leave before use of emergency paid sick leave
- Employee who is under or advised to quarantine and/or is experiencing symptoms, seeking medical care related to COVID
- To care for sick family member related to COVID
- To care for child whose school or daycare is closed due to COVID
- 80 hours of paid sick leave
- Leave for employee is at full pay, $511/day cap; $5,110 total
- Leave to care for a family member is at 2/3 pay, $200/day cap; $2,000 total
Emergency Family & Medical Leave

- Expands Federal FMLA to include care for child whose school or daycare is closed due to COVID up to 12 weeks

- Use regular Federal FMLA for employee who is sick or caring for a family member who is sick related to COVID

- Minimum 30 days of employment for COVID related leave, not Federal FMLA of 1 year

- First 10 days is unpaid (use of above emergency paid sick leave is ok); remaining leave at 2/3 pay up to $200/day cap; $10,000 total

- Must be restored to prior or equivalent position; unless under 25 employees and position no longer exists, must reinstate within 1 year if equivalent position becomes open
• Refundable tax credits for the employer; 6.2% social security payroll taxes

• Employers must include the amount of credits in their gross income

• Employers can elect to not take the credit for a given quarter
HR – Staying Connected and Maintaining Culture

Conference Call Bingo

Connections
- Turn on Video
- More frequent meetings
- Celebration call outs

Staying Sane
- Virtual Happy Hour
- Contests
- Games
HR – Employee Health and Wellbeing

- EAP
- Telemedicine
- Wellness
HR – Other Considerations

- Have office deep cleaned during this time
- Pause recruitment, reprioritize openings and/or cancel internships
- Future staff gatherings and event cancellations
- Professional Development and Networking
Thank you for participating!

If you have any suggestions for additional COVID – 19 webcast topics, please email them to Karen Bernstein, ASAE senior learning manager at:

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