

Employee Guidelines

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Here's an outline of the contents: Progressive discipline. Go over the steps of your progressive discipline process and how you expect managers to handle... Resignation. In cases when an employee resigns, they need to know what their notice period ought to be as well as the... Termination. Specify ...

[Sample Employee Handbook Template \[A Complete Guide\]](#)

Educate employees about steps they can take to protect themselves at work and at home: Encourage employees to follow any new policies or procedures related to illness, cleaning and disinfecting, and work meetings and travel. Advise employees to: Stay home if they are sick, except to get medical care, and to learn what to do if they are sick.

[COVID-19 Guidance - Businesses and Employers | CDC](#)

Your employee handbook should already clearly articulate the company's EEO statement and emphasize your organization's commitment to hiring individuals based on competency without regard for race, color, religion, national origin, or familial affiliation.

[Update Your Employee Handbook to Include COVID-19 Guidance](#)

Ensure that employees will adhere to work standards so that the quality of their work can positively impact the operations and image of the business. You may also see hr questionnaire examples & samples. 3. List down employee work rules that pertains to attendance. Employees must respect rules about tardiness and absenteeism.

[14+ Examples of Employee Work Rules - PDF | Examples](#)

General Workplace Procedures - Sick Employees. Returning to Work After COVID -19 Guidelines (Non-healthcare settings) At least 3 days (72 hours) without fever (without use of fever-reducing medications) AND Improvement in Respiratory Symptoms (cough/shortness of breath) AND At least 7 days have passed since symptoms first appeared

[COVID-19 Workplace Guidelines - Michigan](#)

Employees should refer to the Travel and Entertainment policy for further information and guidelines top REFERENCE REQUESTS In an effort to protect and respect every member of the Employee Handbook Website community, employees should refrain from providing information on their fellow employees to any outside entity.

[Employee Handbook & Guidelines](#)

Existing OSHA standards and the General Duty Clause of the Occupational Safety and Health Act of 1970 apply to protect workers from SARS-CoV-2, the novel coronavirus that causes the respiratory disease known as COVID-19.; Signs and symptoms of COVID-19 include cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat ...

[COVID-19 Overview | Occupational Safety and Health](#)

Prior to starting a shift, each employee will self-certify to their supervisor that they: Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours. Have not had "close contact" with an individual diagnosed with COVID-19.

[COVID-19 Employee Health, protection, guidance and](#)

Employee handbooks can go by different names, such as an employee field guide or staff manual. Whatever you call them, employee handbooks are documents that all employees at a company should receive, often on their first day. They are designed to cover everything a new hire needs to know to get started at their job.

[Employee Handbook Examples You Should Steal From](#)

employees Require face coverings when employees cannot consistently maintain 6ft of separation from others Consider face shields (in addition to face coverings) when employees are unable to consistently maintain 3ft of separation from others Require face coverings in shared spaces, including during

[COVID-19 Workplace Requirements](#)

Employees should use gloves or tissue to handle shared surfaces such as doors, elevator buttons, refrigerator handles, water dispenser, coffee machines, etc. Coughing/Sneezing Hygiene If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue or use the inside of your elbow when you cough or sneeze.

[Employee Guidelines - Lasell University](#)

You should always encourage sick employees to stay at home while they recover, but Covid-19 took that to a whole new level. If someone tests positive, they will be out for a good, long time,...

[The CDC's Guidelines on When Employees Can Return to Work](#)

CWU Employee Council of Civil Service Employees - Employee of the Month Guidelines History of This Award The Civil Service Employee of the Month (EOM) award program was established in 1997 to recognize and show appreciation to civil service employees of CWU who have demonstrated work and service that is above and beyond their normal job ...

[Employee of the Month - Guidelines for Nomination](#)

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective ...

[Families First Coronavirus Response Act: Employer Paid](#)

Give employees enough time to wash and dry their hands and provide accessible sinks, soap, water, and a way to dry their hands (e.g., paper towels, hand dryer). Remind employees to wash their hands often with soap and water for at least 20 seconds. If soap and water are not available, they should use hand sanitizer with at least 60% alcohol.

[COVID-19 Employer Information for Office Buildings | CDC](#)

Employees are required to wear face coverings even if they do not have symptoms to help slow the spread of COVID-19. Individuals may have been exposed to and could transmit COVID-19 to others even if they do not feel sick.

[Employee Guidelines | Novel Coronavirus - COVID-19](#)

All employee food containers should be sanitized before storing in a common area. Food stored in a common refrigerator should be sanitized and placed into clear sealed plastic bags. A name and a date should be written on the bag. Food should not be stored in the workplace for more than 24 hours.

[Employee Re-entry Guidelines - Aims Community College](#)

Please review the UCSF COVID-19 Emergency Voluntary Catastrophic Leave Sharing Program Guidelines for the details on how to donate or initiate a request for Emergency Catastrophic Leave. Questions? Campus Employees: Contact your HR Generalist via Find Your HR Representative. Health Employees: Call 415-353-4545, Option #2, or email: [email ...