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**Disclaimer** - Please note these templates reflect the best of our knowledge at the time of writing. This document provides general guidelines and can be used as a reference. The given situation is dynamic. Therefore, HRWARE suggests you review the current situation and monitor updates from local, state or federal law authorities before applying these policies. **This is not a legal document and HRWARE will not assume any legal liability arising due to this document.**

# COVID-19 Company Policy Template (1/2)

<insert company name> has implemented guidelines to help reduce the community spread and transmission of the Novel Coronavirus (COVID-19). Employees are requested to follow the guidelines.

These guidelines apply to employees who physically work at our office(s). The company recommends remote working professionals read through these policies in order to stay informed on action plans as well as ensure proper communication within the organization.

## 1. Communication

In light of the current work arrangements, <insert company name> lays special emphasis on communication.

Communicate with your Team Lead or Manager in case you need any help or feel the need to inform company representatives about any health issues you wish to disclose.

*(please mention any other Point of Contact or communication practices based on your company guidelines.)*

## 2. Sick Leave Arrangements

a. If you have a cold, cough, fever or feel unwell in general, please work from home or apply for sick leave.

b. If you have been diagnosed with COVID-19, follow the healthcare professionals' advice. Isolate and inform your manager. You can return to the office only after you have fully recovered.

c. In addition to the above guidelines, <insert company name> will expect you to stay home for at least 2 weeks after all symptoms have dissipated.

## 3. Work From Home Request

*(Insert business guidelines you may already have in place for remote work)*

If an employee feels sick but is able to work, he/she can request to work from home.

a. If you have recently returned from areas identified with a high number of COVID-19 cases, management shall ask you to work from home for a period of 14-days. During this time, you will be asked to refrain from coming in contact with clients and colleagues.

b. If you are diagnosed with COVID-19 or have been in close contact with anyone diagnosed with COVID-19, please request to work from home and avoid physical contact with any colleagues during this time.

c. If you need to provide care to a family member infected with COVID-19, request to work from home. You will be permitted to work physically at the office after 14-days provided you are asymptomatic.

# COVID-19 Company Policy Template (2/2)

## 4. Travel - Work-based And Client Visits

- a. Consider rescheduling or cancelling any and all work travel and client visits until further notice.
- b. In-person meetings shall be replaced with virtual meetings. *<Insert preferred method here>*
- c. Employees would be encouraged to avoid social gatherings, public places and personal travel. This can help reduce community transfer and risk of infection. *(note that these decisions are solely based on employee preference, although the company shall strongly suggest it.)*
- d. If employees voluntarily plan to travel to a high-risk COVID-19 area, we would ask you to work remotely for a period of 2-weeks following which employees will be allowed to work from office given they are not experiencing any symptoms.

## 5. Office Visitors

- a. Visitors into the office will be monitored and limited until further notice.
- b. Visitations will be rescheduled and made virtual wherever possible.
- c. In case visitors are required to enter the office premises, they will be required to provide self-identification and disclose any recent travel history.

## 6. General Hygiene Rules

- a. Wash your hands with soap following the 20- second hand washing rule.
- b. Sanitizers have been placed around the office for employees to utilize.
- c. Workstations will be regularly sanitized.
- d. Temperature checks may take place during entry and exit from the office premises.
- e. Avoid touching your face particularly eyes, nose, ears and mouth.
- f. Maintain social distancing and avoid physical contact.
- g. Avoid touching windows, railings and other public objects.
- h. If you find yourself coughing/ sneezing or feeling unwell, report to your manager, avoid physical contact with your colleagues and take precautionary measures such as remote working until you feel better.

# Visitor Screening Form Template

Date:

Visitor's Name	Phone Number	Email
Reason for the visit		

1. Do you have a fever? (take temperature; fever is a temperature of 37.8 oC or greater)

Yes       No

2. Do you have any of the following symptoms or signs?

New or worsening cough	Yes	No
Shortness of breath	Yes	No
Sore throat	Yes	No
Runny nose or sneezing	Yes	No
Nasal congestion	Yes	No
Hoarse voice	Yes	No
Difficulty swallowing	Yes	No
New smell or taste disorder(s)	Yes	No
Nausea/vomiting, diarrhea, abdominal pain	Yes	No
Unexplained fatigue/malaise	Yes	No
Chills	Yes	No
Headache	Yes	No

3. Have you travelled or had close contact with anyone that has travelled in the past 14 days?

Yes       No

4. Have you had close contact with anyone with respiratory illness or a confirmed or probable case of COVID-19?

Yes – go to question 5       No – screening complete

5. Did you wear the required and/or recommended PPE according to the type of duties you were performing (e.g., goggles, gloves, mask and gown or N95 with aerosol generating medical procedures (AGMPs)) when you had close contact with a suspected or confirmed case of COVID-19?

Yes       No

## Instruction to Use the Template:

- If the Visitor answer **NO to all questions from 1 through 4**, they have passed and can enter the Office
- If the Visitor answers **YES to any question from 1 through 3**, they have not passed and cannot enter the Office. They should go home to self-isolate immediately.
- If the Visitor answers **YES to question 4 and YES to question 5**, they have passed and can enter the Office.
- If the Visitor answers **YES to question 4 and NO to question 5**, they have not passed and cannot enter the home. They should go home to self-isolate immediately.

# Employee Self-Declaration Form Template

Please complete the form if you are absent from work due to COVID – 19 and/or related reasons.

Employee Name	Phone Number	Email
<b>Dates you'll be /you are absent</b>		
<b>Reason for absence</b>		

1. Do you have any of the following symptoms or signs?

	Yes	No
New or worsening cough	Yes	No
Shortness of breath	Yes	No
Sore throat	Yes	No
Runny nose or sneezing	Yes	No
Nasal congestion	Yes	No
Hoarse voice	Yes	No
Difficulty swallowing	Yes	No
New smell or taste disorder(s)	Yes	No
Nausea/vomiting, diarrhea, abdominal pain	Yes	No
Unexplained fatigue/malaise	Yes	No
Chills	Yes	No
Headache	Yes	No

2. Have you travelled or had close contact with anyone that has travelled in the past 14 days?

Yes  No

3. Have you had close contact with anyone with respiratory illness or a confirmed/probable case of COVID-19?

Yes  No

4. Please advise if you are requesting use of your sick time, time in lieu bank, vacation entitlement, and/or personal circumstance leave, or if you are working from home:

In making my declaration, I confirm and acknowledge the following:

The details as set out in this declaration are true and accurate.

Date of Declaration:

Is this your first time using this form?  Yes  No

In order to return to the workplace from sick leave, I will seek advice and a clearance to return work a public health authority/office or my physician

Human Resources reserves the right to request additional supporting documentation and may require more detailed documentation in the event of repeated requests.

## HR Checklist

- Will you revise your leaves of absence policies to accommodate employees who either are experiencing illness or caring for a member of their family who is ill?
- What unpaid time off can you allow? What process will be used for requests and approvals?
- In case of staff shortage, plan how the company will hire or outsource workload.
- Create a health and safety manual and provide training on the same. Communicate the importance of the manual to employees.
- Have posters at the workplace to educate employees on correct ways to sanitize and avoid contact.
- Have a plan to handle an employee who tests positive for COVID-19
- How will you handle an employee who reports symptoms
- Assign someone the responsibility for monitoring and then determining how new provincial and federal laws will impact your HRIS/Payroll system
- Determine how much time is needed to update your payroll system given potential new legislation and/or new work schedules
- If payroll is processed internally, does your payroll staff have the capability to run payroll processes remotely?
- Will your customer needs require changes in work schedules? If so, how will time recording be accomplished for payroll purposes? What are the implications on your payroll system? What is your process and who will be impacted?
- Determine what requirements need to be developed for managing work hours and reporting for employees working remotely
- How are benefit changes and updates being provided to employees? Who will be responsible for these and by what methods will they be provided so that all employees are included?
- Discuss contingency plans with vendors in the event their HR operation is disrupted
- Create a plan to handle co-workers who were in touch with anyone tested positive for COVID-19
- Create a plan to handle an employee who reports symptoms or one who discloses that they have been exposed to the virus, but has no symptoms
- Develop a plan to immediately isolate an employee if they are diagnosed at work. Identify and contact those who may have been exposed
- Find out if and how your Workers' Compensation insurance is impacted?

## COVID-19 RELIEF PROGRAMS FOR BUSINESSES (1/3)

\*Last Updated on April 8, 2020

The **Government of Ontario** has rolled out a number of programs to help businesses with financial aid and assistance to navigate through the COVID-19 pandemic.

### ☐ Employer Health Tax (EHT) Change In Exemption Rate

On March 25, 2020, the Ontario government announced it is increasing the Employer Health Tax (EHT) exemption for 2020 from \$490,000 to \$1 million due to the special circumstances caused by the coronavirus (COVID-19) in Ontario. Only the exemption amount is changing; eligibility for the tax exemption, tax rates and everything else remains the same. Please refer the link below for more details.

**For more information:** <https://www.fin.gov.on.ca/en/bulletins/eh/eh-exemption-2020.html>

### ☐ WSIB's Financial Relief Package

The Workplace Safety and Insurance Board financial relief package allows businesses to defer premium reporting and payments until August 31, 2020. Businesses who report and pay monthly, quarterly or annually based on their insurable earnings are eligible for this deferral.

The following payments are eligible for deferral:

- **Monthly:** March 31, April 30, May 31, June 30, July 31, Aug 31
- **Quarterly:** April 30, July 31
- **Annual:** April 30

The relief package also applies to Schedule 2 organizations – publicly funded organizations (municipalities, hospitals, school boards), and other businesses who are involved in federally regulated industries. All payment obligations (weekly and monthly) for Schedule 2 businesses will be deferred until August 31, 2020.

No interest will accrue on outstanding premium payments for Schedule 1 businesses and no penalties will be charged during this six-month deferral period. Schedule 2 account balances will not accrue debit interest as part of the financial relief package.

Also, costs associated with COVID-19 related claims will not be allocated at an employer or class level. Instead, they will be allocated on a Schedule-wide basis and there will be no change in premium rates for 2020.

**For more information:** <https://www.wsib.ca/en/financialrelief>

### ☐ Tax Deferral Programs By Province Of Ontario

Starting from the 1st of April 2020 to August 31,2020, the Province of Ontario will not levy any interest or penalty on late payments on select provincially administered taxes, such as the Employer Health Tax, Tobacco Tax and Gas Tax. This is intended to complement the tax deferral holiday provided by the Federal Government.



## COVID-19 RELIEF PROGRAMS FOR BUSINESSES (2/3)

\*Last Updated on April 8, 2020

The **Federal Government** to introduced programs to offer relief to businesses -

### ❑ Canada Emergency Wage Subsidy

On March 30, 2020 the Federal Government announced it will launch a wage subsidy program. The wage subsidy is available to any business, regardless of size, including a non-profit or charitable institution, but will not apply to a public body. According to the Government, the wage subsidy is meant to encourage an employer to maintain employees on payroll even if there is a reduction in work.

An eligible employer will be entitled to a subsidy of up to 75% of an employee's wages (to a maximum of \$847 per week), for the period March 15, 2020 to June 6, 2020. An employer is to make best efforts to "top up" an employee's salary or wages to the pre-pandemic rate.

To be eligible for the wage subsidy in any given month, a business must demonstrate it has experienced a gross revenue decline of at least 30% when compared to the same month in 2019.

*For more information: <https://www.canada.ca/en/department-finance/economic-response-plan/wage-subsidy.html>*

### ❑ Temporary Wage Subsidy

The Temporary Wage Subsidy for Employers program is a three-month measure to allow an eligible employer to reduce the amount of its payroll deductions required to be remitted to the CRA. It is in effect from March 18, 2020 to June 20, 2020. The subsidy is equal to 10% of the remuneration an employer pays between March 18, 2020, and June 20, 2020, to a maximum of \$1,375 per employee and \$25,000 per employer.

If an employer is eligible for the Temporary Wage Subsidy and the Canada Emergency Wage Subsidy for any period, the benefit from the Temporary Wage Subsidy for remuneration paid in that specific period will generally reduce the amount available to be claimed under the Canada Emergency Wage Subsidy for that period.

*For more information: <https://www.cpacanada.ca/en/business-and-accounting-resources/taxation/blog/2020/april/temporary-wage-subsidy>*

### ❑ Income Tax Deferral

The Canada Revenue Agency will allow a taxpayer (business or individual) to defer, until after August 31, 2020, the payment of income tax that becomes owing on or after March 18, 2020 and before September 2020. This relief will apply to tax balances due, as well as instalments, under Part I of the Income Tax Act. No interest or penalties will accumulate on these amounts during this period. In addition, the deadline for filing of individual tax returns has been deferred to June 1, 2020.



## COVID-19 RELIEF PROGRAMS FOR BUSINESSES (3/3)

\*Last Updated on April 8, 2020

### ☐ GST/ HST Remittance Deferral

The Canada Revenue Agency will allow a business or self-employed individual to defer GST/HST remittances to June 30, 2020. This will apply to monthly remittances for the February, March and April reporting periods, quarterly remittances for the January 1, 2020 to March 31, 2020 reporting period and annual remittances otherwise due in March, April or May 2020.

The CRA has provided a detailed FAQ to help understand this deferral better click on this link to know more: <https://www.canada.ca/en/revenue-agency/campaigns/covid-19-update/frequently-asked-questions-gst-hst.html>

### ☐ Canada Emergency Business Account

It's a \$40,000 government-guaranteed loan to help eligible business pay for operating expenses, payroll and other non-deferrable expenses which are critical to sustain business continuity.

- Until December 31, 2020 the Canada Emergency Business Account will be funded as a \$40,000 revolving line of credit (LOC) and is available through your primary financial institution.
- After December 31, 2020, any outstanding balance on the LOC will be converted into a 5-year term loan maturing on December 31, 2025, at which time the balance must be paid in full.
- No interest applies until January 1, 2023.
- Commencing on January 1, 2023, interest accrues on the balance of the term loan at the rate of 5% per annum, payable monthly on the last day of each month.
- If you pay 75% of the balance of the term loan (as at January 1, 2021), on or before December 31, 2022, the remaining balance of your term loan will be forgiven. For example, if your balance is \$40,000 on January 1, 2021 and you repay \$30,000 on or before December 31, 2022, the remaining \$10,000 will be forgiven.
- If you do not repay 75% of the balance of the term loan (as at January 1, 2021) on or before December 31, 2022, the full loan balance and all accrued and unpaid interest will be due and payable on December 31, 2025.

