

November 24, 2020

In an effort to keep you updated during the COVID-19 pandemic, we are providing you with updates on the latest developments. Please do not hesitate to reach out to your Sheakley HR team member should you have additional questions or concerns.

COVID-19 State Restrictions

Many states are imposing additional restrictions to assist in decreasing the number of COVID cases. Each states regulations are different and are changing frequently. The below website has updates on all 50 states and their “new” COVID restrictions.

<https://www.foxnews.com/us/here-are-your-state-by-state-restrictions>

Below are state specific links for COVID-19 guidance. This is not an all-encompassing list, but a list of our surrounding states.

- **Ohio:** <https://coronavirus.ohio.gov>
- **Indiana:** <https://www.coronavirus.in.gov>
- **Illinois:** <https://coronavirus.illinois.gov>
- **Kentucky:** <https://govstatus.egov.com/kycovid19>
- **Michigan:** <https://www.michigan.gov/coronavirus/>
- **Pennsylvania:** <https://www.pa.gov/guides/responding-to-covid-19/>
- **Tennessee:** <https://covid19.tn.gov/>

Please remember, as an employer you cannot control what your employees are doing outside of work. There are things that you can do within your organization to assist in stopping the spread.

- Encourage your employees to stay safe and healthy, do not report to work if feeling sick
- Monitor their temperatures when they arrive to work
- Provide them with proper personal protective equipment
- Remind them of the importance of wearing a face covering
- Clean/sanitize work surfaces frequently
- Keep a 6 foot distance
- Allow employees to work from home if possible

Families First Coronavirus Response Act

The Families First Coronavirus Response Act (FFCRA) is valid until December 31, 2020. Employees who have already exhausted their leave are no longer eligible. For those employees that have not had to utilize the FFCRA they still have the right to use this time off in the event that they meet the requirements of the leave. Attached is a chart that outlines the FFCRA and the different leave options available to employees.

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Sheakley HR Client Visits

To protect the health and well-being of our employees, we have returned to a remote work strategy across our office. We plan for our clients to experience no disruption to service during this transition. While working through this transition, all forms of communication will be available to every employee. With that said, we believe emailing your service team members will be most efficient while we are working remotely.

At this time, Sheakley HR will be ceasing all client visits. We will continue to be there for our clients in this time of confusion remotely. In the event that an urgent employee relations issues arises, we will make accommodations to get an HR Account Manager onsite. As things evolve, we will make sure to keep you informed.