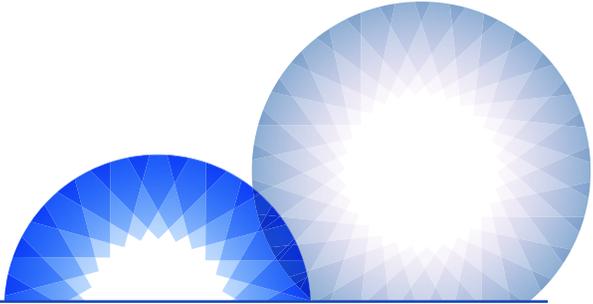# accurate.

CHECKLIST
Hiring During COVID-19

▶ **Employers face never-before-seen challenges** when it comes to operating during this novel coronavirus pandemic. And even bigger challenges when it comes to hiring. The checklist below was designed to help you navigate these uncertain times and draw your attention to the issues likely to require immediate action.

Planning and Communication

☐ Stay informed on and disseminate as appropriate updates from local and national health authorities, such as CDC, WHO and OSHA.

☐ Ensure you comply with all government orders, including closing non-essential services and "shelter-in-place" orders.

☐ Update emergency plans to incorporate protocols for dealing with potentially infected employees.

☐ Review, update or create emergency preparedness policies and procedures.

☐ Communicate with employees, especially remote employees, about new or updated safety precautions or procedures.

☐ Develop a full COVID-19 Response Plan that includes best practices for documentation and guidelines for dealing with infected or potentially infected employees.

☐ Determine how you will manage paid sick and vacation leave, including statutory paid sick leave for COVID-19 infected workers per the new Families First Coronavirus Response Act (FFCRA).

☐ Update your employee handbook with remote workforce policies to help employees understand their new work landscape.

Compliance

☐ Review all insurance policies, including workers' compensation, commercial auto and general liability (when an employee's duties change, your old coverage may not be adequate).

☐ Update Form I-9 Procedures during the COVID-19 outbreak. The U.S. Department of Homeland Security (DHS) has made changes to how Form I-9 documents are reviewed, including extending the amount of time an employer has to review the records. Learn more here.

☐ Prepare EEO-1 Report: If you have more than 100 employees, or if you're a federal contractor with more than 50 employees, you are required to submit a certified report by May 31, 2020.

Hiring During COVID-19

The Interview Process

☐ Educate hiring managers on new guidelines for hiring, including screening for COVID-19 after making a conditional offer.

☐ Create a plan around how the remote interview process will work.

☐ Maintain compliance with all hiring laws, including "ban-the-box" legislation.

☐ Give candidates advance notice that interviews will be conducted virtually.

☐ Test your internet connection and have a backup plan in the event you disconnected or experience service degradation.

Background Checks

☐ Allow for more time to conduct background screenings, taking into account court and other government closures.

☐ Evaluate the types of background checks you're conducting to make sure they still meet your business needs.

☐ Consider screening applicants for COVID-19 symptoms (Note: this can only be done after a conditional offer of employment is made).

☐ Update conditional offer letters to include more details around the background check process and timing.

☐ Determine whether or not you will allow a candidate to start work before the background check is complete.

☐ Consider updating screening policies to include continuous, on-going screenings.

☐ Decide if additional screenings are necessary for current employees with new job functions (Ex: a member of your wait staff is now a delivery driver).

☐ Maintain compliance with pre-adverse and adverse action laws. These laws are unchanged during COVID-19.

☐ Provide hiring manager and HR personnel with talking points regarding the company's background screening and hiring procedures during COVID-19.

Additional Resources

Centers for Disease Control and Prevention

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019

World Health Organization (WHO)

Johns Hopkins University

accurate.

www.accurate.com