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As a result of governmental and ministerial measures and precautions relating to the spread of the COVID-19 disease, many employers have been forced to **either temporarily close or considerably limit their operations**. Other employers have limited the presence of their employees in the workplace voluntarily as a preventive measure of their own.

Now, the measures are being lifted and the employees can gradually start returning to their workplaces. However, **together with the increase of the number of employees in the workplace the risk of the spread of the disease increases again** – it is a kind of a vicious circle. To be able to react properly to the return of your employees, we have prepared a list of precautions which may help to prevent the spread of the COVID-19 disease in the workplace.

Your Randls employment law team

EMPLOYEES BACK AT WORK

The below-described measures take into account the recommendations of both national and supranational organisations. Be aware that specific industries may require implementation of specific protective measures. Before implementing any measures we recommend to check for any specific obligations that could relate to your workplaces.

Further rules for employees returning to work may be found on the websites of [Ministry of Health](#), [WHO](#) or [Confederation of Industry of the Czech Republic](#) where you can also find quite interesting [checklist](#) regarding the decision on employees' return itself.

All the below-described steps represent only **non-binding guidance and instructions**. It is up to each employer what measures to adopt with respect to the conditions of the operation and employees.

If you have found out that the unlimited home office had led to poor work performance or organisational problems it is only up to your consideration whether to continue in this mode or not.

THE NUMBER OF PEOPLE IN THE WORKPLACE / HOME OFFICE

Reducing the number of people in the workplace is a very effective measure for preventing the spread of the disease. It can be reached in different ways.

Home office is the most frequently used arrangement with regard to office workers.

However, within any long-term home office, employers can experience negative impacts – such as decrease of productivity, worsening of communication between employees or social isolation.

Should the all-inclusive home office have any negative impact on the work performance, consider **implementing the regime of partial home office** (only on selected days), under which the employees staying home will alternate and therefore meet at the workplace in a lower number.

REDUCING THE NUMBER OF PEOPLE IN THE WORKPLACE / SHIFTS

Reducing the number of people in the workplace at the same time can also be reached by other organisational measures such as **appropriate scheduling of shifts**. Also the accumulation of people near the entry/exit at the same time can be prevented by an appropriate schedule of shifts.

For the same reason, **shifts or different working hours** can be introduced with regard to employees who had not previously been working in the shift regime.

SICK EMPLOYEES

Prevent employees with symptoms from entering the workplace!

For this purpose, some employers and state institutions have started measuring temperature of anyone entering the workplace. Should an employee have an elevated temperature or other symptoms of the disease, do not let them enter the workplace.

RANDLS TRAINING

Your training with 5 „P's“

We would like to invite you to the **traditional, practical and light-hearted vocational training for HR workers** which takes place in our Randls Training centre.

Summer school 2020 will take place in the following terms:

15 and 16 SUMMER SCHOOL July
July 2020

26 and 27 SUMMER SCHOOL
August 2020 August

This year's program will be very fancy!

We will advise you on **handling the post-pandemic times**.

- ✚ We will show you how to prepare for similar unexpected cases from the labour-law perspective.
- ✚ We will show you that the calculation of leave is nothing to worry about.
- ✚ We will lead you through the most interesting case-law of the last year.

Your favourite lecturers **Nataša Randlová** and **Michal Peškar** of Randl Partners will take care of the legal part of the trainings.

Further, you can enjoy a **workshop which will help you to improve your managerial skills**. Petr Vykopal and Michaela Puchalková are coaches and therapists who will teach you how to recognise and defend against deceitful manipulations. Have you already heard about mindfulness?

Together with musician Petr Tůma you will discover **Tibetan singing bowls and gongs**.

More information about our summer school and any other trainings can be found at www.randlstraining.com.

You can also easily register at training@randls.com.

Consequently, ask the employee to have a sick note issued by their physician. If the character of work allows it, it is possible to agree on home office.

Should the employee show symptoms after entering the workplace, separate the sick employee from other people. If possible, **send the employee home and ask them to contact their physician** and have a sick note issued.

If there is a suspicion that the employee has contracted the COVID-19 disease (or if the employee's state does not allow them to leave the work place safely on their own) prevent this person from contact with other people. For this purpose, it is **convenient to detach a so-called "isolation room"**. Contact competent authority afterwards and sanitise and air the room out properly.

HYGIENE RULES

Set up appropriate hygiene rules – both for personal hygiene and for the hygiene and sanitation of the workplace. Convey the rules to the employees and make sure they are observed.

As to the **personal hygiene rules**, such can include, for instance, hand sanitation, sneezing into the sleeve instead of the palm, availability and use of hand disinfectants, availability and use of the disinfectants for personal devices (phone, keys), wearing of protective equipment, use of disposable tissues, etc.

As to the **hygiene rules pertaining to the workplace**, such can include, for instance, supplying the workplace with disinfectants and disposable tissues, sufficient ventilation, regular sanitation of surfaces and commonly used devices (phones, keyboards, handles, kitchen, reception, devices with rails, etc.), schedule for regular cleaning, and sanitation of the premises.

PROTECTIVE EQUIPMENT

Make sure that employees use the necessary personal protective equipment (face masks). If the situation demands it, provide your employees with other necessary protective equipment (gloves, glasses, respirators).

Pay attention to sufficient hygiene, disinfection, and regular change of protective equipment. Procure a trash can with lid for disposal of used protective equipment.

REDUCING PERSONAL CONTACT

If possible, **reduce any personal contact both among employees and between employees and third persons**. For this purpose, use video-conferences, phones and other means of distance communication. When meeting face-to-face, set up rules for greetings – i.e. a nod instead of a handshake.

If there are more employees sharing one office, schedule their home office and shifts so there is the smallest number of them at any given time. Also the installation of physical barriers (e.g. plexiglass dividers) can be useful in some cases. If personal contact cannot be avoided, reduce the time and the number of persons involved to a minimum.

SAFE DISTANCE

Follow the two-metre distance rule! Apply this rule at all times – especially near the entrances/exits, when gathering more employees in one space (boardrooms, shared offices, operational halls), in the lift, in the canteen, etc.

COMMON PREMISES, INCLUDING CANTEENS

Reduce the use of common premises – locker rooms, showers, lifts; eventually, set up the rules for their use (schedule, limits on the number of people). Should these premises be used, **pay attention to proper cleaning and sanitation of such premises**.

Set up rules for canteens – the possibility of takeaway, keeping safe distance both when serving and consuming the food, hygienic rules for removing protective equipment, excluding the public, etc. Make sure that the canteen operator adheres to the relevant hygienic rules as well.

TRANSPORT

Set up similar rules when providing transport for your employees (safe distances between persons, protective equipment, personal hygiene, disinfection, no entry for sick people etc.).

SUPPLIERS, VISITORS

Put restrictions on the entry of third persons to the workplace. Make the relevant hygienic rules applicable for employees and third persons being present at the workplace alike.

INTRODUCING THE RULES TO THE EMPLOYEES

Bear in mind that no precautions will work if the employees do not respect them.

Therefore, you need to acquaint your employees with the rules and demand their strict observance. Such can be done by means of a short training (even online).

Also, it is desirable **to appoint a contact person** so the employees know who they can reach in case of health problems or when in need of information about the precautions set by the employer.

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