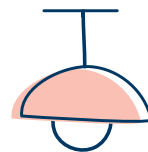


Getting back to business — a few more tips.



Additional considerations when reopening your workplace.





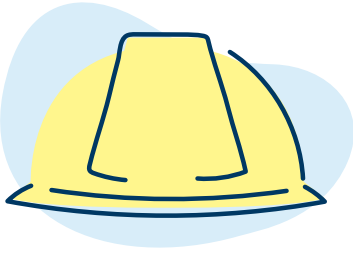
Let's get you up and running.

As you think about reopening your workplace to employees or customers, there's a lot to consider. That's why we've compiled a few more tips.

Be sure to check with your local and state governments to understand any specific workplace regulations. Remember, Highmark doesn't make the rules, we're just trying to lend a hand.

Steps to show your staff you care:

- Have a pulse on your team's health, wellbeing, and productivity, and provide helpful resources should someone need support.
- Encourage your team to take care of themselves by eating right, getting enough sleep, and exercising. As Highmark members, your employees have access to sharecare.com, a great resource for health tips, videos, and guidance.
- Make sure your employees have access to food in and outside of work. Consider offering box meal options, grocery runs, or onsite markets.
- Address your employees' parking and transportation needs. What steps can you take to make things easier and safer for their commutes?
- Coordinate with local childcare providers to ease worries and home stress.
- Your employees are likely dealing with a lot of stress — give them a place to recharge. Set up decompression rooms at your workplace — with calming music, massage chairs, and light refreshments that are individually wrapped, not communal trays.



HR protocols to think about:

- Relax your time-off or sick policy so that employees feel comfortable staying home if they aren't feeling well.
- If someone does have Coronavirus, consider giving the person time off without using sick days. Show that your only concern is the person getting well.
- Be considerate of employees with children or those taking care of a loved one. With many schools and other facilities closed, working from home may be a better option.
- Document all steps you've taken to reduce Coronavirus exposure at your workplace. (This will be extremely important if workers' compensation claims are filed.)

Retail or food service business?

These are for you:

- Change your typical business hours to allow for more cleaning at the start and end of the day.
- Routinely clean all frequently touched areas — shopping carts, door handles, and credit card machines.
- Keep using online or phone ordering, and provide customers with delivery or pick-up options.
- Require all customers to wear a face mask before entering your location.
- If you haven't already, install shields between registers and check-out areas and mark the floor with six feet apart indicators.
- If possible, set up appointments or designated times for people to enter your location, or at a minimum, reduce occupancy by 50%.

Have questions?

Call your Highmark client manager or visit [HighmarkEmployer.com](https://www.HighmarkEmployer.com).