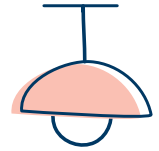


# Getting back to business — a few more tips.



Additional considerations when reopening your workplace.





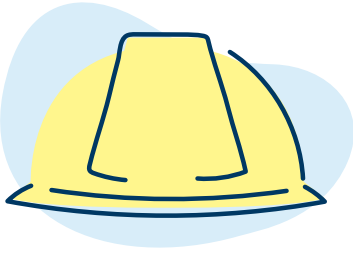
## Let's get you up and running.

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](https://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).