



COVID-19 RESOURCE GUIDE

COVID & The Holidays Best Practices Playbook

Risk & Insurance | Employee Benefits | Retirement & Private Wealth

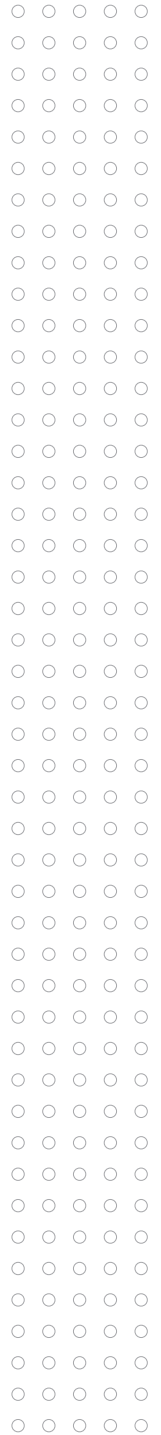
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Holiday Mental Health in 2020



When many of us think about the holidays, it suggests happy memories like fragrant smells coming from your mom’s kitchen or the ritual of dragging the scotch pine to its rightful place in the corner of your den. For most, holidays ignite feelings that are happy, merry and bright. But for others, the over-commercialization of the holidays, social distancing, and unrealistic expectations can leave many with feelings of sadness, fatigue and loneliness.

According to a recent National Alliance on Mental Illness (NAMI) survey on holiday impacts on mental health, 66% of respondents have experienced loneliness, 63% feel too much pressure and 57% experienced unrealistic expectations. Over half of those surveyed found themselves remembering happier times in the past, contrasting with the present.

Triggers of Holiday Stress & Anxiety

It’s important to recognize specific triggers that could bring on mental health challenges, as well as COVID-related nuances that are certain to exacerbate stress and anxiety more deeply this season.

- **Societal Norms:** Individuals often compare their emotions to what society paints as the norm. It can define both what and how we are *supposed to feel*. When we hold ourselves to this false standard, we sometimes feel we fall short.
- **Financial Stress:** The top two financial concerns for Americans during COVID are insufficient savings for emergencies, as well as concern about paying the bills. You don’t have to look far to identify an employee who has experienced a financial impact, either through their own reduced hours, or job loss of someone in their household. Financial stress is at an all-time high, and stress means increased anxiety.
- **Loneliness:** According to the U.S. Census Bureau, nearly 36 million Americans live alone. The pandemic has restricted outings and social gatherings through mandated quarantines and isolation, further compounding an already lonely time of year.
- **Grief:** If you lost someone due to COVID, this holiday season will be your first without that special someone, and emotions are likely to run high. In addition to physical loss, employees are experiencing grief over losing what they consider “normalcy” like missing their friends, and their inability to travel or socialize with family.
- **Family Pressure:** If trying to please the whole family in a “normal” year isn’t enough, try it during a pandemic. With social restrictions and financial hardships in play across many parts of the country, deciding what to spend, whom to see, and what to do will cause added stress, and even guilt, for many. When it comes to family, the holidays often remind us of everything that’s changed in our lives — a divorce, loss of a loved one, a daughter who’s away at college. Any of these triggers can unsettle a gathering and add to holiday stress.

Signs of Holiday Stress Burnout, Depression in Your Workforce

We all know that balancing our personal lives with work can often be difficult. Sadness and stress are personal feelings that are not experienced the same way from one person to the next. That's why understanding common signals of mental health issues during the holidays becomes even more important. Look for signs like the ones below that may become evident in your workplace:

1	LACK OF MOTIVATION
2	PHYSICAL EXHAUSTION
3	IRRITABILITY, OR UNCHARACTERISTIC MOOD STATES
4	DISCONNECTING FROM OTHERS
5	BECOMING MESSY, LAZY OR NOT CARING ABOUT PERSONAL HYGIENE
6	SHOWING UP LATE OR MISSING WORK CONSISTENTLY

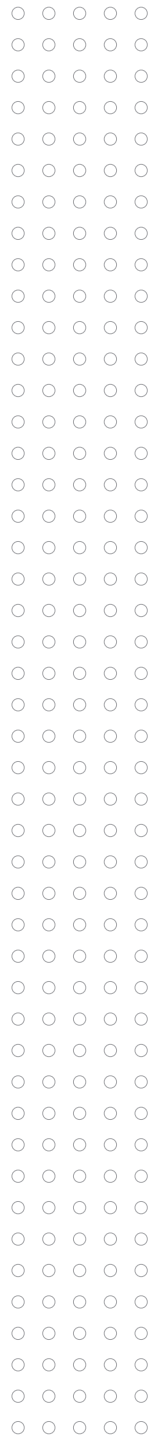
Mental Impairment and the Americans with Disabilities Act

When our employees show signals such as these, what is our responsibility as an employer? It's important to recognize the difference between having a bad day, and a situation where an employee is unable to perform their job duties because of a mental health condition.

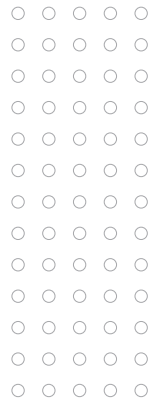
If a mental health condition affects an employee's job performance and that employee is otherwise qualified for the job (i.e., skills, experience, and past performance), the employee may be entitled to a reasonable accommodation under the Americans with Disabilities Act (ADA). An employer who becomes aware that an employee may need a job modification or accommodation because of a mental health issue, they should engage in an "interactive process". The interactive process is simply a conversation and information exchange allowing the employer to the employee's eligibility for an accommodation. An employer should initiate the interactive process if it:

- Knows that the employee has a disability
- Has reason to know that the employee is experiencing workplace problems because of the medical condition OR
- Has reason to know that the medical condition prevents the employee from requesting a reasonable accommodation

In other words, if the employer has knowledge that an employee's medical condition may be impacting his/her ability to perform the job, the employer should initiate the interactive process. The employer cannot simply "stick his/her head in the ground". Under certain circumstances, the employer request supporting medical documentation. The EEOC provides examples of employee mental health conditions that may qualify as a disability including panic disorders and major depression.



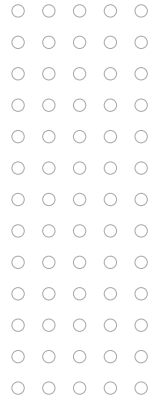
In addition to a job accommodation under the ADA, an employee grappling with a mental health condition may be eligible for leave under the Family and Medical Leave Act (FMLA). When an eligible employee requests FMLA leave or provides sufficient information for the employer to determine that FMLA leave may apply, this triggers certain obligations and protections, including employer notice, leave entitlement, job restoration rights, employee health insurance protection, and protection from interference retaliation.



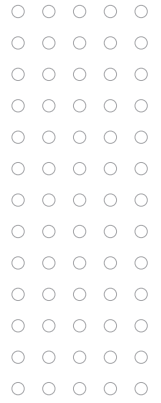
Whether the manager believes that ADA, FMLA, or none of the above apply —it’s important for managers to work closely with HR most especially when the employee’s performance and/or job arrangements are impacted by his/her mental health condition.

Coping Strategies & Resources

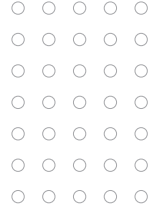
Keeping a pulse on individual employee behavior, and intervening when necessary, requires overarching support from the organization. The best way to build a foundation of support and structure for a mental-health-friendly workplace is to have a strategic plan. HERO’S Workplace Mental Health and Well-being Workgroup recently outlined 6 workplace mental health and well-being best practices employers should include as part of an overarching strategy. These include raising awareness about the importance of mental health, managing psychosocial risks, assessing the state of mental health within your population, integrating mental health into a comprehensive wellness program, ensuring access to high quality mental health care, and partnering with local and national organizations to extend and share mental health practices.



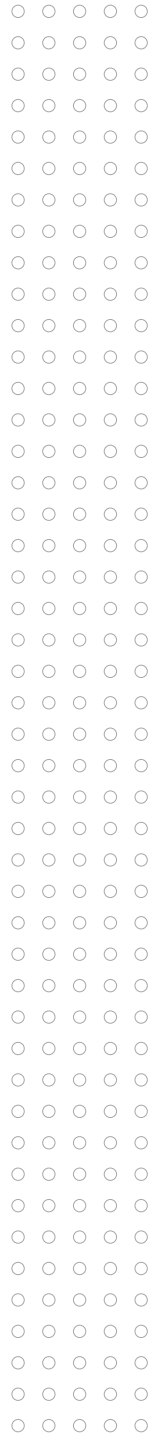
HUB’s Health & Performance and Risk Services teams can assist our clients in deploying many of these best practices through both proprietary and partner-delivered resources. For instance, HUB’s annual Mental Health S.O.S. Employee Awareness campaign provides posters, emails and news snippets over 12 consecutive months to educate and help decrease mental health stigma. HUB’s Mental Health S.O.S. HR & Manager Trainings educate your leaders to recognize signals, outreach appropriately and provide necessary resources to employees. Employee Assistance Programs, along with stand-alone mental health resources can be paired with free, local and national resources to provide a safety-net for employees in need. Finally, employers should make suicide prevention hotlines front and center during the holidays, and all year long.



Finding joy this season may be difficult if you’re struggling with mental health, but proactive employers will bring proactive solutions to help support the population this year, and every year. May we all find joy in the simple things we can celebrate and be vigilant in lifting others up around us who may need a hand through the holidays. Feel free to share this tip sheet with your employees called [COVID Holiday Got you Down? Bah Humbug! 15 Tips for a Mental-Health-Friendly Holiday.](#)



Health and Safety at Holiday Events



Employee Event Safety Considerations

As employers consider their approach to the holiday season, it's important to remember a few guiding principles:

- Employers remain responsible to ensure employee safety at company-hosted parties—this includes internal parties held for employees or parties hosted for paying customers, such as those held at a restaurant or hotel
- Employers likewise remain responsible for their guest and visitor safety

OSHA Obligations

Employers have an obligation to provide a safe working environment for employees. More specifically, the Occupational Safety and Health Act (“OSHA”) General Duty Clause states that each employer:

1. shall furnish to each employee, employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his [sic] employees.
2. shall comply with occupational safety and health standards promulgated under this Act.

This obligation to keep employees safe extends to workplace events and third-party events hosted on an employer’s property (for example, restaurants, hotels, and other event venues).

In addition to OSHA obligations, employers may also face liability from employees seeking workers’ compensation benefits. Employers often believe an employee who experiences an injury or illness in the workplace may be covered by workers’ compensation insurance. However, workers’ compensation generally does not respond to a pandemic unless there is demonstrable proof that the condition arose “out of and in the course of employment” (this standard may vary by state). For example, most workers’ compensation carriers have agreed that first responders and healthcare professionals would likely receive coverage for a COVID-19 claim, but this will vary from state to state.¹

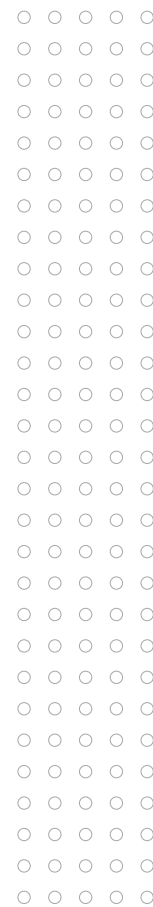
Workers’ compensation compensability may extend to company-sponsored functions and recreational activities if an employee is injured during a company-sponsored event and the employer is benefitting from the employee’s presence.

To shield the company from liability, an employer may consider disassociating the function from employee jobs. Employers should consider, for example:

- Informing employees that there is no business purpose for the event and attendance is not mandatory; and
- Hosting the event off employer premises; and
- Not including prospects, clients, customers, vendors, or other business/work related entities at events

¹ For those states that are part of the NCCI (National Council on Compensation Insurance), refer to the latest information at: <https://www.ncci.com/>. For other states or provinces, refer to that jurisdiction’s Department of Labor website for guidance.

Most workers' compensation state statutes include a provision called the "exclusive remedy" provision. The exclusive remedy provision provides that an employee's only course of action and remediation is through the workers' compensation claims process unless the employee experiences retaliation by the employer.



Because workers' compensation carriers may not cover COVID-19 cases, especially those associated with a holiday party or event, the exclusive remedy provision does not apply and employee-litigants (and their attorneys) are free to pursue other legal causes of action (absent any state statutes to the contrary). Consequently, both public nuisance and negligence claims have been gaining traction in the courts.

Recently, cases have been filed against employers arguing that the employer did not act reasonably to provide a safe working environment to their employees. In particular, there have been several class actions lawsuits filed against employers under two causes of action: (1) negligence; and (2) public nuisance. Under both causes of action, plaintiffs argue that the employer did not engage in the appropriate protocols to ensure the employee's health and safety in a COVID-19 working environment, and as a result, the employee suffered harm and/or damages.

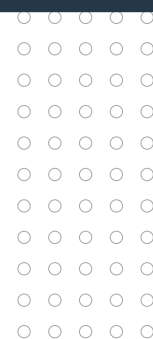
Event Standards of Conduct

Employers should develop specific, event-based policies and standards of conduct for all attendees at any event on the premises. More specifically, employers should set forth clear rules, processes, and expectations for employee behavior.

Event Safety Protocols

- Require masks/face coverings for all attendees and event staff.
 - The CDC also [recently stated](#) that masks with exhalation valves or vents are not recommended.
 - The [CDC states](#) that a face shield is primarily used for eye protection and the CDC does not currently recommend use of face shields as a substitute for masks.
- Direct employees to stay home if they have COVID symptoms or are not feeling well.
- Put your protocols and safety policies in writing.
- Provide COVID-19 safety training to employees who attend and/or work the event.
- Require employees to sign an acknowledgment that includes the obligation to read and comply with the policies, the consequences for failure to comply, and an "at will" reminder.
- Remove symptomatic attendees/staff from the event and event space.
- Hold all attendees and staff accountable for following established safety protocols and policies.
- Allow ample hand-washing breaks.

TIP: You can use the event as a branding opportunity and provide branded masks and travel-size hand sanitizer.



Other Safety Protocol Considerations:

ATTENDEE SCREENING (EMPLOYEES, GUESTS, AND VENDORS)

Engage in COVID Screening for all attendees. Provide questionnaires to attendees to address:

- Exposure to anyone with confirmed or probably COVID-19.
- Attendees own COVID-19 symptoms.
- Attendees waiting for COVID-19 test results.
- You may also want to consider screening questions regarding recent travel (i.e., to a hot spot etc.).
- Retain records and documents demonstrating the screening efforts of all attendees.

STATE REQUIREMENTS

Beyond the recommendations provided by the CDC and DOL, some states, provinces, and local jurisdictions are requiring face coverings and other mandatory safety measures at businesses, as part of their COVID-19 mitigation strategies. In areas where face coverings are mandated by state, provincial, or local authorities, employers should adhere to these requirements as specified.

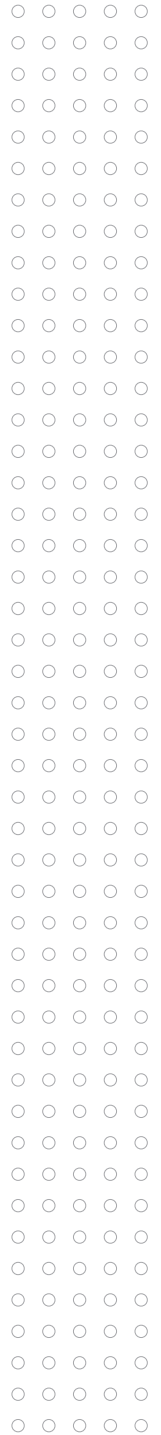
EMPLOYEE ACCOMMODATIONS AND DISCRIMINATION

The CDC explains that masks are a critical preventive measure and are most essential in times when social distancing is difficult. If masks cannot be used, individuals must make sure to take other measures to reduce the risk of COVID-19 spread, including social distancing, frequent hand washing, and cleaning and disinfecting frequently touched surfaces.

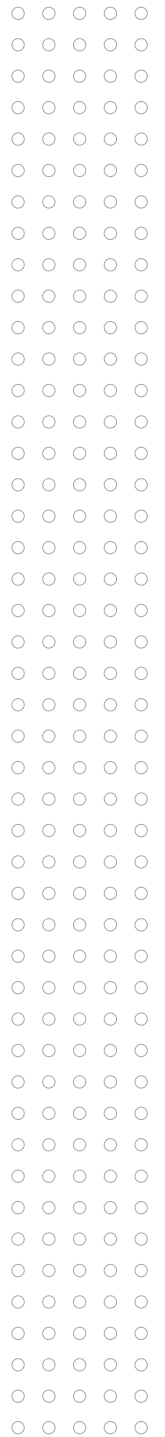
However, the CDC likewise recognizes that under certain circumstances, wearing a mask is not possible or feasible. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a mask or to reduce the risk of COVID-19 spreading if it is not possible to wear one. In fact, in the U.S. [Title I of the ADA](#) requires employers to assess an employee's health condition to determine if he/she is entitled to a reasonable accommodation to perform the essential functions of the job. This obligation specially applies to employees performing their job duties.

FOR EXAMPLE:

1. An employee whose position includes working a party or a function and has a medical condition that substantially limits his/her ability to perform an essential function of the job (for example, a medical condition that limits the ability to wear a mask such as Asthma) may be entitled to an accommodation.
2. Situations where wearing a mask may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns.
3. People who are deaf or hard of hearing—or those who care for or interact with a person who is hearing impaired—may be unable to wear masks if they rely on lipreading to communicate. In this situation, consider using a clear mask. If a clear mask isn't available, consider whether you can use written communication, use closed captioning, or decrease background noise to make communication possible while wearing a mask that blocks your lips.



It's important to note that the [Department of Justice has Stated:](#)



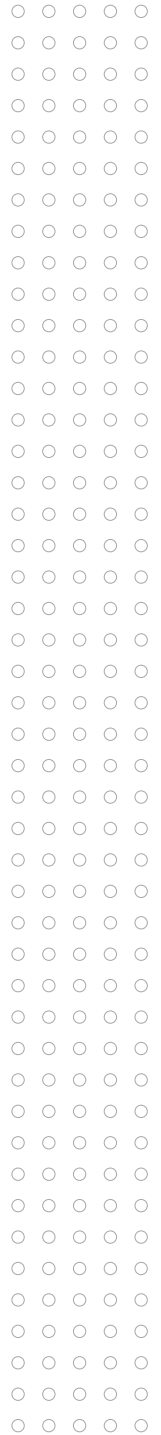
The ADA does not provide a blanket exemption to people with disabilities from complying with legitimate safety requirements necessary for safe operations. The public can visit **ADA.gov** or call the ADA Information Line at **800-514-0301 (voice)** and **800-514-0383 (TTY)** for more information.

However, an employee attending an employer's annual employee holiday party as a guest is less clear. Arguably, attending the party purely as a guest is not an essential function of the job. Therefore, the employer likely does not have an obligation to provide an accommodation under the ADA (employers should review with outside counsel). However, employers should not exclude the employee from the event simply and solely because he or she may have an underlying health condition and/or is part of a CDC defined high-risk group (such as over age 65 or pregnancy). Generally, employers may not exclude employees from the workplace on the basis of a protected class. Excluding employees in CDC defined high-risk categories may be considered discrimination. For example, an employee may argue that failure to include them in a holiday party event denied the employee a benefit (attending the annual holiday party) on the basis of a protected class.

Confidentiality of Medical Information

As employers learn about employee's individual medical concerns and conditions, it is important to remember that several laws have very specific confidentiality requirements. FMLA, ADA, and Workers' Compensation laws all contain provisions that protect the confidentiality of an employee's medical information. This confidentiality obligation applies regardless of how or why the employer learned about an employee's medical condition. For example, if the employee shared his/her medical condition with the employer in response to a holiday party invitation, the obligation still applies. Employers have the obligation to ensure that all medical information obtained about an employee is private and confidential. Medical information gathered through the FMLA, ADA, disability insurance, workers compensation, or other sick-leave documentation is generally not protected under HIPAA but is confidential.

Venue Safety Considerations



As temperatures start to drop in some parts of the U.S. and Canada, venues will be faced with a whole new set of challenges when dealing with the holiday crowds. Chilly weather means fewer customers willing to eat outside. Municipalities and states that allow indoor dining may restrict capacity. But what if restaurants want to keep the patio open? Patio heaters, canopies and tents can give some outdoor dining areas a longer lifespan, with some planning.

To handle the holiday crowds, venues will need to have safety protocols formalized in advance by performing risk assessments of their facilities for any unique challenges and by following industry best practices. When prepping indoor areas for an event, it is important to follow the CDC recommended safety protocols.

Event Considerations

- Indoor gatherings, especially those with poor ventilation (for example, small enclosed spaces with no outside air), pose more risk than outdoor gatherings.
- Gatherings that last longer pose more risk than shorter gatherings. Being within 6 feet of someone who has COVID-19 for a cumulative total of 15 minutes or more greatly increases the risk of becoming sick and requires a 14-day [quarantine](#).
- Gatherings with more people pose more risk than gatherings with fewer people.
- Gatherings with more safety measures in place, such as [mask wearing](#), [social distancing](#), and [handwashing](#), pose less risk than gatherings where fewer or no preventive measures are being implemented.
- Use of [alcohol or drugs](#) may alter judgment and make it more difficult to practice COVID-19 safety measures.

Facilities Protocols

- **Engage in standard COVID-19 screening** of all attendees and event staff and direct attendees to stay home if they have COVID symptoms or are not feeling well.
- **Engage in regular and appropriate cleaning and disinfecting** — assign an employee or a team of employees to be responsible for constant cleaning and disinfecting of all common areas such as door handles, bathrooms, bars, chairs, tables, etc.
- **Provide hands-free sanitizing stations** at the entrance, and throughout the venue, with hand sanitizer containing at least 60% alcohol (placed on every table, if supplies allow).
- **Ensure you have accessible sinks and enough supplies** for people to clean their hands and cover their coughs and sneezes. Supplies include soap, paper towels to dry hands (rather than air dryers or towels), tissues, disinfectant wipes, masks (as feasible), and no-touch/foot pedal trash cans (preferably covered).
- **Ensure that ventilation systems operate properly** and increase circulation of outdoor air as much as possible, for example by opening windows and doors and prioritizing outdoor seating. Do not open windows and doors if doing so poses a safety or health risk to customers or employees (e.g., risk of falling or triggering asthma symptoms).
- **Consider air filtration systems and/or air cleaners** — specifically the EPA states:

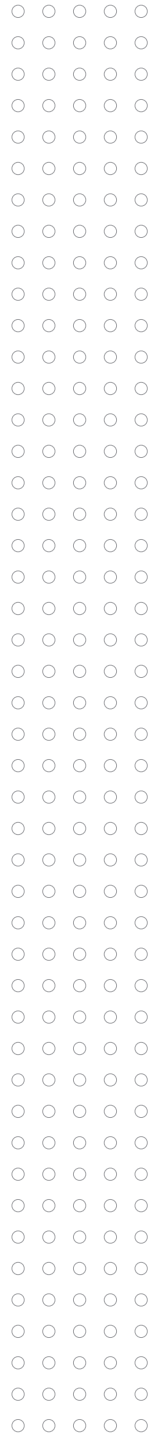
Portable air cleaners, also known as air purifiers or air sanitizers, are designed to filter the air in a single room or area. Central furnace or HVAC filters are designed to filter air throughout a home. Portable air cleaners and HVAC filters can reduce indoor air pollutants, including viruses, that are airborne. By themselves, portable air cleaners and HVAC filters are not enough to protect people from the virus that causes COVID-19. When used along with other best practices recommended by CDC and others, filtration can be part of a plan to protect people indoors.²

- **Check to be sure your HVAC filter is correctly in place** and consider upgrading the filter to the highest-rated filter that your system can accommodate (consult your HVAC manual or an HVAC professional for details).
 - HVAC systems only filter the air when the fan is running, so run the system fan for longer times, or continuously. Many systems can be set to run the fan even when no heating or cooling is taking place.
- **Operate a bathroom fan when the bathroom is in use** or continuously, if possible.

² <https://www.epa.gov/coronavirus/air-cleaners-hvac-filters-and-coronavirus-covid-19>

Venue Layout

- **Manage and control traffic:** one way exits and entrances; plated service - no buffets and no buffet lines, limited people in an elevator at one time.
- **Post signs in highly visible locations** (such as the restrooms and entrance/exit) reminding everyone of your safety rules and requirements.
- **Avoid services that create lines** such as bars and food/dessert tables - where there may be lines provide floor markers to ensure social distancing.
- **Limit the number of people at dining tables** - for example, put 5 people at a 10-top table.
- **Ensure tables/seating are placed at least six feet apart.**



Food Service Protocols

- **Wash, rinse, and sanitize food contact surfaces** with an EPA-approved food contact surface sanitizer. If a food-contact surface must be disinfected for a specific reason, such as a blood or bodily fluid cleanup, or deep clean in the event of likely contamination with SARS-CoV-2, use the following procedure: wash, rinse, disinfectant according to the label instructions for the disinfectant, rinse, then sanitize with a food-contact surface sanitizer.
- If choosing a serving station of any kind (bar or food), **install physical barriers**, such as sneeze guards and partitions.

Many venues will utilize outdoor dining to allow for the larger crowd's increased safety. However, many parts of the U.S. and Canada will be experiencing colder weather during the holiday season, so venues will have to consider using patio heaters, canopies, and tents to create a comfortable outdoor space for the patrons.

- If setting up outdoor seating under a pop-up open air tent, **ensure guests are still seated with physical distancing in mind.** Enclosed 4-wall tents will have less air circulation than open air tents. If outdoor temperature or weather forces you to put up the tent sidewalls, consider leaving one or more sides open or rolling up the bottom 12" of each sidewall to enhance ventilation while still providing a wind break.

Patio Heater Best Practices

- Never leave a space heater unattended while it is operating.
- Only place the heater on a level, solid and stable surface, ideally out of the flow of foot traffic and where children and pets cannot easily reach it.
- Make sure the space heater is at minimum 3 feet away from combustible materials and flammable items such as extra propane tanks used for grills or lighter fluid.
- Be sure to anchor the patio heater with weights or tiedowns to protect it from falling over due to high winds.
- For electrical heaters, make sure cords do not create a tripping hazard and are not in damp areas. Plug the electrical heater directly into a Ground Fault Circuit Interrupter (GFCI) outlet.
- Never move the patio heater while it is on or the flame is open.
- Be sure to read the safety manual, inspect the unit before each use, and train employees before using the heaters each season. Always consult the manufacturer's instruction manual because specific patio heaters may have additional features or unique operating instructions.
- Make sure that employees are using proper lifting technique and asking for assistance if needed when moving the heater. Verify the weight limit before moving.
- A safety inspector must also be assigned by management to verify that the heaters are working properly, there are no leaks from the fittings, and to be aware of the emergency safety procedures if a heater catches on fire.

When creating an outdoor seating area, tents, canopies, and tarps help make a designated area for patrons. However, there are many considerations to take into account when setting up this area.

- **BUILDING AND FIRE CODES** – Perform a risk assessment and have a review of these codes done before installing a tent on site. At minimum consider having fire extinguishers, no smoking signs, exit signs and a designated means of emergency egress. Depending on the square footage of the tent being installed, a certain quantity and combination of the aforementioned items may be required by law per square foot.
- **PERMITS** – Many jurisdictions require permitting of tents, so check the local requirements.
- **UNDERGROUND & OVERHEAD UTILITIES** – Be aware of any overhead wires when setting up a tent or canopy. Be sure to locate underground utilities when staking tents in place.
- **LIGHTING** – Make sure the lighting is rated for outdoor use and that the lights and wiring are not placed in wet or damp areas. Only use GFCI outlets for any exterior lighting application or electrical equipment. Be sure to keep electrical cords and wires out of walkways and taped down to prevent trip and fall hazards. Extension cords should not be used, and cords should not be run through windows, doorways, or walls.
- **WEATHER CONDITIONS** – The goal is to secure a tent with enough holding power to withstand the forces of the wind both vertically and laterally. Tents are generally rated to steady winds of 28-30 MPH, and awnings to 20MPH. Be sure to monitor weather conditions and wind speeds and take any tents or canopies down if wind reaches higher speeds than the rated amount. As a rule of thumb, when the amount of wind feels uncomfortable, it is likely bad for the tent or canopy.

TIP: A simple way to protect motorized fabric awnings is to install a wind or motion sensor. The wind sensor monitors the wind speed while the motion sensor monitors the motion of the front bar and both will retract the awning if either sense dangerous winds.

Event Attendee

SAMPLE SCREENING FORM

Name:

Facility Address:

Date:

Screener's Name:

MAY ONLY BE USED FOR PEOPLE COMING ON-SITE FOR YOUR EVENT

Section 1: Employee Health and Wellness Checklist

	YES	NO	N/A	Date of Onset	Comments
Are you experiencing any of the following symptoms or combination of symptoms? CDC - COVID-19 Symptoms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Cough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Shortness of Breath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Fever (100.4 or higher) Chills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Nausea or Vomiting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Congestion or runny nose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Muscle Pain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Headache	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Sore Throat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• New Loss of Taste/Smell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are you currently waiting for COVID-19 test results?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Have you tested positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Activity Questions – In the last 14 days:

	YES	NO	N/A	Comments
Have you been on an airplane?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you traveled to a designated hotspot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been to a theme park or amusement park?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been to a large crowd gathering such as a concert?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you traveled to and stayed at a resort?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

DO NOT ASK ABOUT FAMILY MEMBER HEALTH CONDITIONS

Section 2: Social Distancing & Employee Exposure					
	YES	NO	N/A	Date of Event/ Exposure	Comments
1. Have you self-quarantined? If so, how many days and why? (remaining in your home and outdoor activities without coming closer than 6-feet from others)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Have you been exposed to anyone currently waiting for COVID-19 test results?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Have you been exposed to anyone who has tested positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Have you been exposed to anyone with any of the COVID-19 symptoms:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<ul style="list-style-type: none"> Cough Shortness of Breath Fever (100.4 or higher) Chills Nausea or Vomiting Congestion or runny nose Muscle Pain Headache Sore Throat New Loss of Taste/Smell Diarrhea 					
Have you traveled outside your state/province or regional area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Additional information that is pertinent to you returning to the facility

Human Resources Use Only
<p>Notes:</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

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