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**Update date:** 3/30/20 to reflect the most current information<sup>1</sup>

## Employer Policies Guideline

### Purpose

As the COVID-19 outbreak continues, it is critical that employers consider the following policies for immediate implementation and ongoing revisions, at a minimum. It is often helpful to follow the policy of an organization or company your organization is similar to or to follow the policy of the local government for their own HR.

### Procedure

In general, you can create a Level 1 when there are no active cases in your community and Level 2 when there are:

- Limiting gatherings to a certain number, including staff meetings and events
- Cross-training staff in case of need to move people around to cover essential duties
- Create a staff phone chain that all can access
- Create a goal for how many animals you will have onsite by when to reduce people traffic
- Create a self-reporting policy for staff who have any symptoms, who have done any personal travel or who have had visitors
- Create a remote work policy for nonessential then essential staff
- Create a volunteer policy for being onsite
- Create a work travel policy
- Consider paid sick leave
- Inventory ordering protocol to ensure you have enough to get through a shutdown

<https://www.cooley.com/news/insight/2020/2020-03-06-proactive-steps-for-employers-to-take-in-coronavirus-covid19-outbreak>

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*Due to COVID-19 Shelter in Place government mandates and to accomplish a 90% reduction in social interaction, while maintaining the practice that every pet who enters a shelter should receive urgent, individualized treatment and care, with the goal of a live outcome.*