

A Safety and Human Resources Company.



Safety World,® Inc.

Stay safe. Stay informed. Stay compliant.

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NEWSLETTER

LEAVES OF ABSENCE DUE TO COVID-19 PANDEMIC

On April 1st, 2020 the US Department of Labor declared new benefits to U.S. workers who are currently being forced to take temporary leave from their employment due to the COVID-19 Pandemic. There are two types of paid leave under the Families First Coronavirus Response Act (FFCRA) (1) Emergency Family and Medical Leave Expansion Act (EFMLEA); and (2) Emergency Paid Sick Leave Act (EPSLA). These provisions will apply from April 1, 2020 through December 31, 2020. The leaves of absence and benefits should only be used during the COVID-19 Pandemic.

An employee is permitted to utilize FFCRA benefits as follows:

Emergency Family and Medical Leave Expansion Act (EFMLEA)

The EFMLEA applies to private-sector employers with fewer than 500 employees. Employees are provided up to 12 weeks of job-protected emergency leave and must be employed by the company for at least 30 calendar days. The emergency leave is unpaid for the first 10 days. Employees may utilize medical or paid sick leave, accrued vacation, or personal leave but cannot be required to do so by the employer.

This type of leave can be taken by an employee if (1) unable to work or telework; (2) they need child care for a child under 18 years of age whose schools or place of care is closed; (3) because of a public health emergency with respect to COVID-19 declared by federal, State, or local authority. The employee must provide notice to the company for the leave as soon as possible.

Benefits will begin after the 10-day waiting period and paid leave will be calculated based on the amount that is no less than 2/3's the employee's regular rate of pay.

Emergency Paid Sick Leave (EPSLA)

The EPSLA provides employees with 2 weeks of paid sick leave; up to 80 hours. An employee is immediately eligible for this type of leave if the employee (1) subject to a federal, state, or local quarantine or isolation order; (2) must self-quarantine related to COVID-19 per the health care provider, (3) the employee is experiencing symptoms of the COVID-19 & seeking medical diagnosis; (4) child's school or child care provider has been closed; (5) employee is under order to isolation or local quarantine per Federal, State, or local order related to COVID-19; (6) is caring for an individual who is subject to self-quarantine & has been advised by their medical provider.

A full-time employee is entitled to 80 hours of paid sick leave and a part-time employee can receive sick leave hours for the average number of hours the employee works over a two-week period.

For guidance and more details regarding these types of leaves, please do not hesitate to call us at 1-833-723-8993, extension 1.



TIPS FOR PREVENTING HEAT-RELATED ILLNESS IN THE SUMMER HEAT

As a reminder, summer heat waves can be dangerous for your employees. A very high body temperature can result in heat stress.

Help your employees recognize the dangers of heat stress and how to respond to them immediately. Employees who are working outdoors in a high heat environment are at risk for heat-related illnesses.

1. Inform your employees to stay **HYDRATED**. Sweating removes needed salt and mineral from the body. It is important that you provide employees with fresh potable water and encourage your employees to drink four 8 oz. glasses of water /1 quart per hour.
2. **PLAN**. Develop and implement the Heat Illness Prevention Standards according to OSHA. For example, supervisors should be responsible for monitoring outdoor temperature, provide a “short tailgate” meeting to reinforce heat illness prevention, and ensure that new employees are assigned a “buddy”, so they understand company procedures.
3. Have your employees take frequent rest breaks to rehydrate and cool-down. Provide access to **SHADE** such as a pop-up tent or air-conditioned room/vehicle for a cool-down period of no less than five minutes.
4. **TRAIN** your employees along with their supervisors should be trained about heat illness prevention, heat hazards and the importance of immediately providing first aid to affected employees. Training should also include how to recognize common signs and the procedures for contacting emergency medical service.

STAY SAFE & STAY HYDRATED

NEW USCIS REVISES FORM I-9, EFFECTIVE 05/01/2020

The USCIS has revised Form I-9. The new version, 10/21/19N must be used for all new hires on or after May 1, 2020. The old version dated 07/17/17N could no longer be utilized as of 04/30/2020. Employers must complete the Form I-9 for each employee hired in the United States. The employee is responsible for providing the proper documentation

Some of the new improvements made to the Form I-9 were designed to minimize errors when completing the form. Form I-9 key changes are as follows:

1. Revised the Country of Issuance field in Section 1 and the Issuing Authority field (when selecting a foreign passport) in Section 2 to add Eswatini and Macedonia, North (change is only visible on the online form)
2. Clarified who can act as an authorized representative on behalf of an employer
3. Updated USCIS website addresses
4. Provided clarifications on acceptable documents for Form I-9
5. Updated the process for requesting paper Forms I-9
6. Updated the Department of Homeland Security Privacy Notice

Additionally, there are three ways to complete Form I-9:

1. Print the form and fill out manually; pen to paper.
2. Electronically fillable form. It must be printed and signed pen to paper.
3. Electronic I-9 vendor.

The Department of Homeland Security has temporarily delayed the Employment Eligibility Verification, List B Identity Document, due to COVID-19 Pandemic and stay-at-home orders. Some online renewal services, such as the Department of Motor Vehicles and other government agencies, have restricted has been a delay in getting a renewed identification card, driver's license or other employment identification cards for employment.

If an employee's document has expired on or after March 1, 2020, and the employee has obtained an extension from the issuing authority, the employer must enter the document's expiration date in Section 2 and enter “COVID-19 EXT” in the additional information field. For additional information regarding Form I-9 and update information, please visit <https://www.uscis.gov/i-9>.

Employment Eligibility Verification	
Department of Homeland Security U.S. Citizenship and Immigration Services	
Section 1 - Employer or Authorized Representative Review and Certification	
I, the Employer or Authorized Representative, certify that the information provided on this form is true and correct. I understand that providing false information is a violation of the law and may result in civil and criminal penalties.	
Employer/Authorized Representative Name	Brown, Jacob A
Employer/Authorized Representative Title	2
Passport	Micronesia
Passport Number	G123456
Passport Expiration Date	10/22/2028
Country of Issuance	1-94
Issuing Authority	DHS
Issuing Authority Number	1234567890
Issuing Authority Name	N/A

WHY ERGONOMICS IS IMPORTANT IN THE WORKPLACE

Many people may not recognize that a poorly designed workstation and/or bad work habits can lead to serious health issues. Health issues such as carpal tunnel syndrome, strains/sprains, tendonitis, fatigue, headaches, and much more. Ergonomics is crucial for job efficiency and productivity, workplace health and reducing risk of developing repetitive.



When a work area is set up ergonomically, it reduces the likelihood of certain health problems. Ergonomics refers to the kind of work people do, the environment they work in and the tools they use to perform the work. The purpose of ergonomics is to focus on how things are set up in an environment, such as a workstation set up and how long a person is required to remain in the same positions.

As a reminder, Occupational Safety and Health Administration (OSHA) requires that employers prioritize safety in the workplace. To help create an ergonomic working environment, take a look at what you can improve. Begin with identifying potential risk factors such as awkward work positions, pushing/pulling of objects, computer monitor too high or too low, excessive hand-arm vibrations, repetitive heavy lifting and forceful movement, design, layout, and function. Once you have identified the potential risk factors, it is important adapt work environments to suit your employees.

Below are 10 ways to immediately improve workstation ergonomics:

1. Make sure chair heights are aligned with the workstation/desk; adjust the chair if necessary. Check for proper posture and ensure your legs are bent at the knees at 90-degree angle.
2. An under a desk footrest to help promote better circulation and stable support for feet and legs, also helps with decreasing strain on the spine.
3. Computer monitors and other electronic devices should be placed at eye level. A device screen should be positioned 20-30 inches from your face to help decrease neck strain.
4. Encourage good posture and neutral body position while utilizing adjustable chair, furniture or equipment.
5. Your keyboard and mouse should be positioned where they can be retrieved without breaking any of the neutral positioning rules. Adding a keyboard tray helps achieve an ergonomically correct position without taking up too much space.
6. Lighting should not cause a glare on computer screens, to reduce eyestrains and headaches add softer lighting.
7. Take short walks during rest breaks. Keep moving to help with fatigue. Rest your eyes for 20 seconds every 20 minutes and look away 20 feet away to reduce eye fatigue and help muscles in the eyes to adjust and relax.
8. Headsets to free your hands when required to talk on the phone can save their neck and back.
9. Add a back support or cushion to your seat so that it pushes your back forward to prevent slouching and reduce the load in your back.
10. Reduce repetitive movements, neutral positions or motions. Change tasks by performing a different movement—even

Remember to increase awareness of posture and ergonomics in everyday settings in the workplace!

SAFETY WORLD, INC. IS A HUMAN RESOURCES COMPANY

Safety World Inc. offers Human Resources Consulting expertise to its clients! From guiding you through employee issues to helping you navigate government relations.

We are here to work with you to create internal HR policies and procedures that best fit your business. Safety World Inc. makes sure that your company stays in compliant with wage, hour, labor, and employee regulations. Call or email today to make your HR needs stress-free.

Call Sandra Rowe, HR Office Manager or Kevin Bakker, President at 1-877-723-8993.

WE LOOK FORWARD TO HEARING FROM YOU!

