



3/20/2020

Dear California Clients and other Concerned Parties:

As was announced Thursday evening by Governor Newsom, individuals living in the state of California are now officially under a Stay at Home Order. We have fielded several questions about what this would mean for accounts partnering with TEAM and would first like to assure you that in this time of continuously evolving information and circumstances, TEAM is here to provide professional consultation and expertise about employment-related matters, to arm you with information you need to make critical day-to-day decisions regarding you or your loved one, and to provide compassionate support to you any way possible.

We also want to assure you that we have put all necessary measures in place to ensure our California operations remain at full capacity to support you and your employees.

The [Executive Order](#) issued identifies exceptions for certain business and workers, which includes services such as home based care that are permitted to continue.

TEAM remains supportive of your choice to designate employees as performing “essential” services under this exception based on your individual evaluation of the type and necessity of the services required. Please do not hesitate to reach out to TEAM to discuss any questions you may have about the impact of these decisions on certain employees or positions or if you would like assistance with navigating conversations with any employees. Please also direct any employee questions or concerns with being asked to continue to work to TEAM immediately so we can better understand the nature of the employee’s concern and help navigate this matter in compliant manner. Given most of the work TEAM employees perform fall within this exception category we presume that most employment will continue as usual.

It is important to remind employees to adhere to the CDC’s guidance for good hygiene and infection control practices. This includes:

- Staying home when sick or showing any symptoms of COVID-19
- Frequent handwashing for 20 seconds with soap and water
- Following respiratory etiquette (coughing and sneezing into an elbow, etc.)
- Encourage social distancing where appropriate and possible
- Maintaining a clean work environment and washing/disinfecting regularly.
- Discouraging use of sharing any personal items, work tools or equipment, etc.

For those few accounts in need of pausing the services of an employee during this time or when the services provided do not meet a legal exception under the Order (e.g., handyman, landscapers, gardeners), there are a few options to consider and we can discuss further as needed:



- Under many circumstances, a continuation of pay may be desired. If this is appropriate for any account, please let your TEAM Payroll & Account Specialist know and we will handle the administration of these payments.
- Employees in the state of California receive Paid Sick Leave as mandated by law. Employees are entitled to use up to 24 hours per calendar year. Accounts do have the option to provide a more generous amount. TEAM can provide any sick leave balances upon request.
- California has passed Emergency Unemployment Insurance provisions, including waiving the one-week waiting period that traditionally applied.

Again, TEAM is here to help answer any questions you or any employees may have. Please do not hesitate to reach out if there is anything we can do to better support you during this unprecedented time.

Sincerely,

Cheryl

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