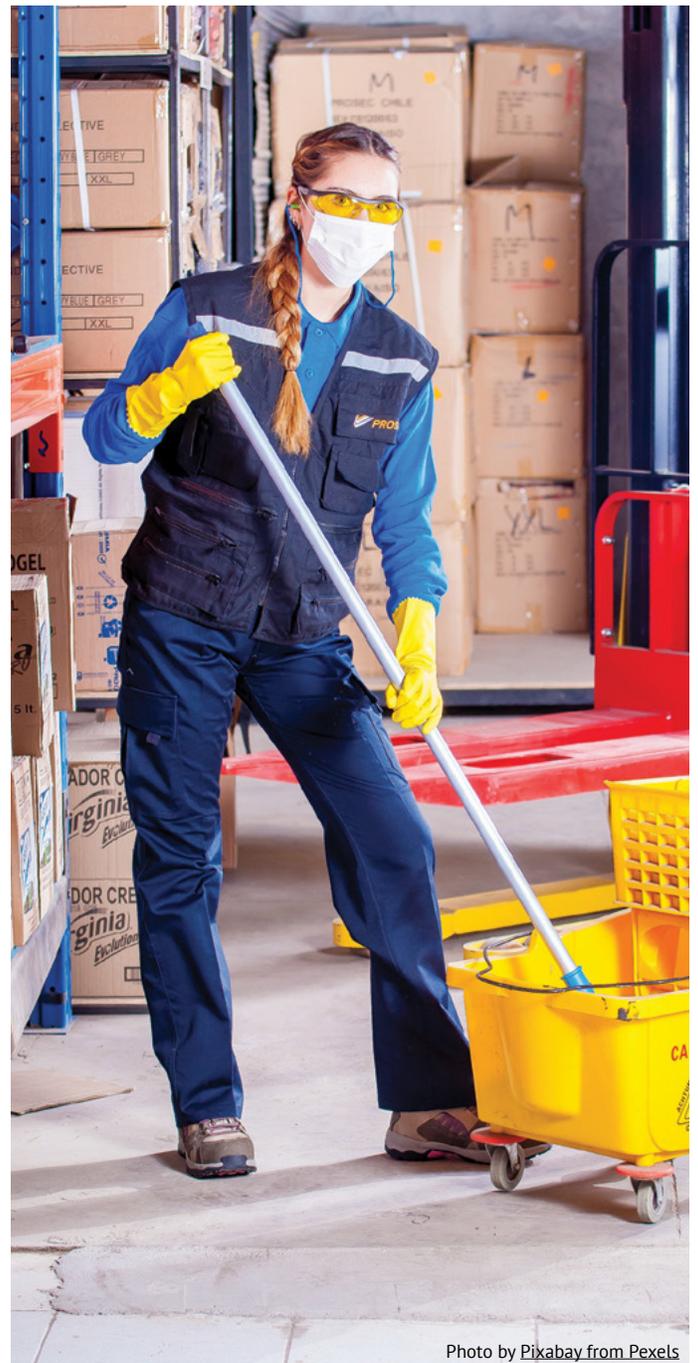


WORKFORCE BEST PRACTICES FOR COVID-19

The COVID-19 pandemic has created an urgent need for companies to adopt best practices to protect their workers, their customers and the communities they serve. We encourage companies to adopt the following recommended policies and practices that were developed in consultation with occupational and public health experts:

- **Workers' Rights** – Employers must not retaliate against workers who raise or take collective action to address workplace health and safety concerns or the terms and conditions of their employment. Employers must not discriminate against workers who report illness. Employers should engage in dialogue with trade unions and workers and their representatives to implement and monitor workplace health and safety procedures. Employers should establish a workforce consultation mechanism or a joint labour/management committee for occupational safety and health issues to be considered and remedied, and they should respect the right of employees to refuse unsafe work.
- **Only Essential Goods and Services** – To protect public safety, businesses should restrict activity to the provision of essential goods and services, such as food, medicine, household cleaning, and personal hygiene.
- **Independent Expertise** – Employers should hire independent certified occupational safety and health experts to advise them on best practices for the prevention of infection in each of their specific operating environments.
- **Workplace Infection Control Plan** – With the participation of impacted workers, employers should develop a written infectious disease control plan with requirements for hazard assessment, engineering controls such as high-efficiency air-filters and clear plastic “sneeze” guards, administrative controls such as adjusting work schedules and providing regular paid breaks for employees to wash their hands and clean their workstations, adequate personal protective equipment, and employee training in all safety and health controls.



- **Personal Protective Equipment** – After instituting engineering and administrative controls, employers should provide adequate personal protective equipment such as respiratory protection, gloves, and eye protection, as recommended by occupational safety and health experts.
- **Sanitization and Tracing** – The employer should regularly sanitize workplaces, locker rooms, rest rooms, and break rooms. Where workers are infected or suspected of infection, employers should inform other employees who have been in contact, allot them paid time off to self-isolate, and offer testing; and employers should immediately close, ventilate, clean, and disinfect all affected areas or facilities for as long as necessary.
- **Social Distancing** – Employers should separate workstations to allow for physical distancing and adopt social distancing best practices and procedures, including staggered shifts, telework, and limiting contact with customers. Pregnant and immunocompromised workers should be offered alternative work arrangements to accommodate their underlying health conditions.
- **Productivity Targets** – Employers should relax productivity quotas for workers and suspend disciplinary write-ups to allow time for proper physical distancing, sanitization, and personal hygiene practices.
- **Paid Leave** – Employers should provide paid sick leave to encourage sick workers to stay home, paid leave for quarantined workers, paid leave at any temporarily closed facilities, and family leave options to provide for childcare due to school closings or to care for sick family members. Paid sick leave should not be contingent on COVID-19 testing results.
- **Health Insurance** – In countries without universal health systems, employers should provide affordable health insurance to all employees and offer employer-paid health insurance for laid off employees. This insurance should cover COVID-19 testing and care.
- **Contingent Workers** – Employers should ensure that part-time workers, temporary workers, independent contractors, and subcontracted workers receive all the same protections and benefits that are offered to full-time company employees.
- **Supply Chains** – Timely and prompt payments to suppliers will help retain suppliers' workforces and ensure that a stable supply chain is in place for business operations going forward. Companies should encourage and support their suppliers to adopt best practices for protecting their workforces from COVID-19.

These recommendations aim to ensure that companies reduce the risk of COVID-19 transmission to their workforces, their customers, and the communities they serve. By adopting these best practices, companies can help mitigate the public health crisis, build employee and customer goodwill, and position themselves for success during and after the COVID-19 pandemic.



About the Committee on Workers' Capital (CWC)

The Global Unions' Committee on Workers' Capital (CWC) is an international labour union network for dialogue and action on the responsible investment of workers' retirement savings. A joint initiative of the International Trade Union Confederation (ITUC), the Global Union Federations (GUFs), and the Trade Union Advisory Committee to the OECD (TUAC), the CWC has brought trade union representatives and worker-nominated trustees from across the world together since 1999. The pension fund board members who participate in the CWC network oversee the retirement savings of millions of workers.

For more information on the CWC: info@workerscapital.org.