



# HR Pro Consulting News

## COVID-19



There is no doubt your business is impacted by the COVID-19 pandemic. To what extent is dependent on a myriad of ever-changing factors. How you communicate with your employees and what decisions you make about work rules and your business will have lasting effects and/or set precedent for the unforeseen future. Remember all decisions and communications should embody and support your company values.

Consider an approach which displays compassion for employees, customers and their families. Provide information about how and why you've made your decisions. Leave room for change and flexibility without ambiguity.

Given how quickly the situation is changing on a global, national and local basis, it may be necessary to communicate regularly and often. Direct your employees where and when to expect additional information. For example, you may post updates on your corporate website or employee portal which all employees can access remotely. Most payroll systems also have options for company messages and all employees should be able to access the system for payroll documentation and information.

Here are some of the work rules and policies to review and communicate with employees about:

- Hours of operation/closure
- Remote work options
- Visitors/vendors
- Sick leave policy
- Vacation/PTO policy
- Travel policy
- Quarantine requirements

Use your communication as another resource for your employees' health and well-being. Offer links to credible prevention procedures and resources. Encourage your employees to stay home, if sick. Some businesses are adjusting their sick leave and attendance policies to accommodate these unprecedented times.

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*Supporting local businesses with management of their most important assets...people*



***If you would like more information or support with employee communications regarding COVID-19, temporary policy changes and/or administration or need support in any of the following areas, contact Michelle Wachtel, SPHR today!***

### **Small Business Human Resource Expertise** or **Interim Human Resource Management**

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*If you do not have an on-site human resource professional, I can be your on-call subject matter expert for support when you need it.*

or

*If your human resource professional resigns or takes a leave of absence, I will fill the gap until a permanent hire is made or (s)he returns.*

- Interviewing, selection and employment offers
- New employee on-boarding
- Termination support and exit interviewing
- Employee relations
- Benefits administration
- Performance management
- Compliance: FMLA, ADA, EEO
- Safety and wellness programs
- Employee handbook development

### **Project-Based Human Capital Support**

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*When you require an outside resource to lead or contribute to business planning initiatives involving human capital, I can help.*

- Strategic planning
- Succession planning
- Employee and leadership development
- Compensation program and incentive design
- Merger and acquisition support
- Reduction in force
- Organizational development and design
- Performance management system implementation
- Employee engagement
- Employee handbook review
- Job descriptions
- Human Resource audit



HR Pro Consulting, LLC  
PO Box 210573  
Milwaukee, WI 53221  
414.801.9623  
[www.hrproconsultingllc.com](http://www.hrproconsultingllc.com)  
[mwachtel@hrproconsultingllc.com](mailto:mwachtel@hrproconsultingllc.com)

Michelle Wachtel, SPHR is a tactical and strategic Human Resource professional with over twenty years of successful experience directing and executing Human Resource vision, strategy and administration in the areas of: talent acquisition, organizational development, performance management, employee relations, diversity and inclusion, succession planning, employee benefits, compensation, payroll administration, loss control, unemployment and worker's compensation insurance and employee safety and wellness programs.