



A 30-minute chat

The coronavirus and work

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Advice for employers & information

1. Employers – what should I do?

- Read the Advice for Employers
- Check what is applicable in your organisation
- Enter a discussion within your organisation

2A. The presence of the coronavirus

- Officially classified as a pandemic by the World Health Organization (WHO).
- Delay the spread of the coronavirus, so that the healthcare system is not overwhelmed.
- It is vital that our society, which includes your organisation, continues functioning as best as possible.
- Learn, live and work in the presence of the coronavirus.

2B. About the new coronavirus

- Flu versus coronavirus
- Spreading and incubation period
- Spreading: via hands versus objects
- Corona tests
- Screening and monitoring body temperature

3. At the workplace – advice from the RIVM

Minimum:

- Working from home is the norm – preventive or in case of symptoms
- Hygiene measures
- Social distancing
- Returning to the workplace – the entire household is symptoms-free for 24 hours
- Exclusion from the workplace – suspicion is sufficient

Additional considerations:

- Reducing movements amongst groups and to departments where it is not necessary
- Short-term preventive closure of a branch

4. Special groups of employees

- The risk of infection is the same for everyone
- However, there are special groups that suffer greater consequences from exposure to the coronavirus
 1. Employees with fragile health
 - Pregnant employees
 - Sick employees or ones with chronic diseases
 2. Employees with higher risks
 - Based on the employee's function
 - Vulnerable people in the immediate environment of the employee
 3. Employees who pose a risk

5. Reporting sick

Situation – your employee is:	Report sick?	What can you do?
Not able to work due to health problems.	Yes	-
Not able to work due to symptoms of the coronavirus.	Yes	-
Able to work, but is not able to carry out his own work due to illness or deficiency.	Yes	Facilitate work from home. Consult with the medical officer about suitable work.
Able to work, but is not permitted to come to work due to government regulations.	No	Facilitate work from home. Appeal to the Emergency Bridging Measure (Dutch: NOW).
Able to work, but he is put in isolation or in quarantine by the GGD.	No	Facilitate work from home. Appeal to the Emergency Bridging Measure.
Able to work, but does not want to come to work for fear of getting infected.	No	Use the normal leave regulations, such as vacation days.
Able to work, but has to take care of a sick person.	No	Use the normal leave regulations, such as short-term filial leave.
Planning to report sick in order to prevent financial damage to the organisation.	No	Appeal to the Emergency Bridging Measure.

6. The role of HumanCapitalCare

The Dutch workforce continues working in the long term and in health, also now!

6A. The role of HumanCapitalCare

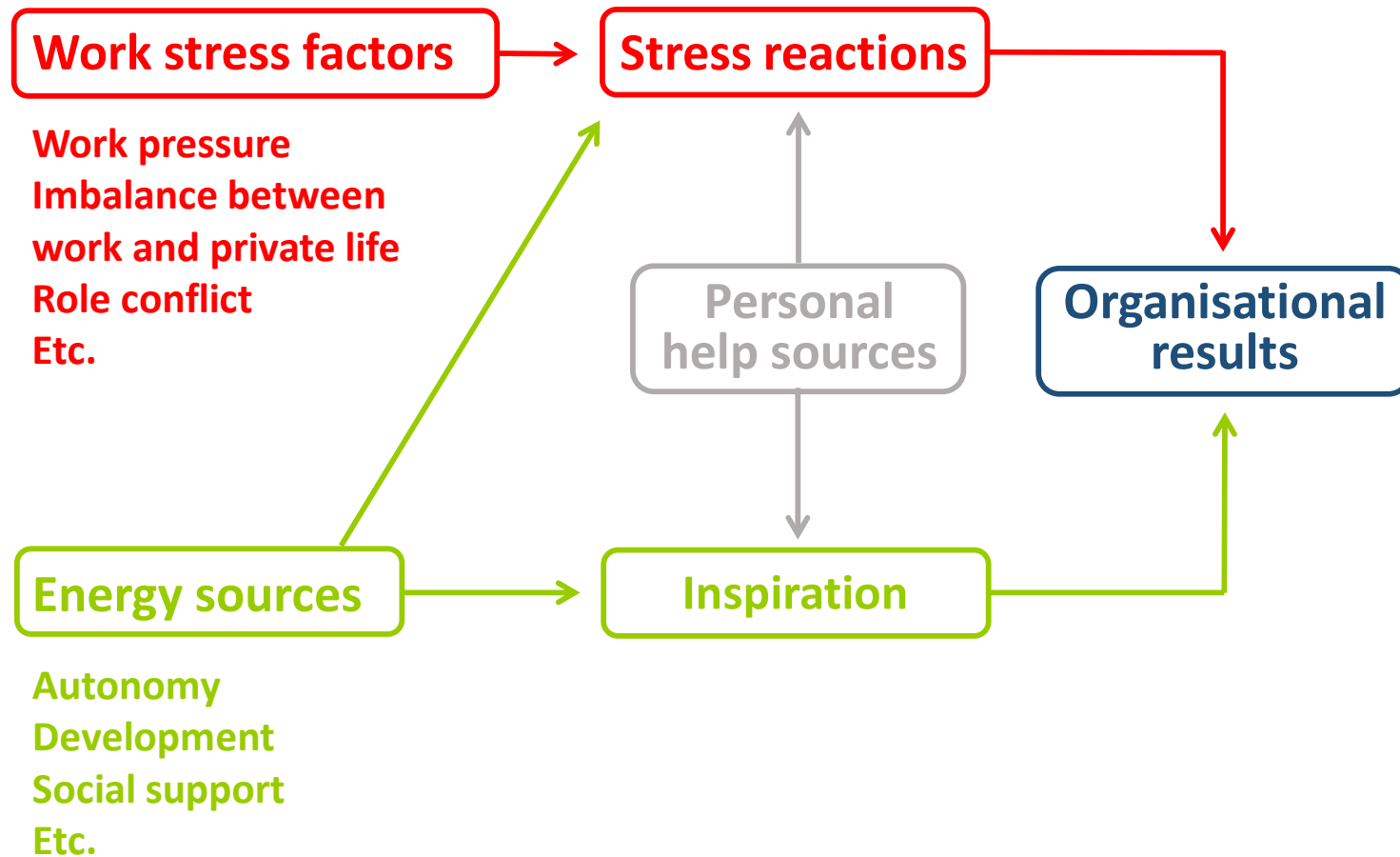
Preventing the current risks

1. Mental wellbeing
2. Physical workload

6B. The role of HumanCapitalCare – Mental wellbeing

- Less healthcare is available
- Less contact with loved ones and the ones who are vulnerable
- Sickness and death in your own environment
- Lack of social contact, decreased sense of competence and reduced autonomy
- Work-private life balance: from parenthood to work
- Financial impact

6C. The role of HumanCapitalCare – Job Demands-Resources model



6D. Working and staying healthy – Working from home is the norm

- Managing employees who are working from home
- Working from home in a healthy manner:
 - Ergonomically
 - Moving/exercising
 - Daily routine
- Software and cyber security

6E. Extra support – 3 pillars

- Immediate practical applications
 - Online home-workplace check using virtual support from one of our professionals
- Remote management by the employer by informing, indicating and immediate tackling
 - HR support by a professional in the framework of the Eligibility for Permanent Invalidity Benefit (Restrictions) Act (Dutch: WVP), flow chart of sick reporting or not sick reporting?
 - Help in case of triage and reports of absences
 - Support by managers by means of management coaching
 - Participation in a crisis team by one of our professionals with regard to advice about how to organise work, policy for a healthy work situation and a continuity plan
- Increasing the personal management of the employees
 - Remote coaching: low-threshold coaching of employees by telephone
 - Telephone monitoring of employees who are working from home as a preventive measure due to mild symptoms that keep them from going to work currently

7. Regular services

Regular services

- Determining work ability or disability due to health problems
- Advice and actions related to preventive or curative measures that will limit the harm to mental and/or physical health and enable the operations to continue.

Current risks for absenteeism

- Rapid increase in absence due to:
 - Health problems related to the coronavirus
 - Lack of clarity about ability to work versus inability to work
 - Delay in re-integration tracks

7A. Regular services – adjustments

Necessity to adjust the services, at least through 1 May

- Consultations: as much as possible by telephone with your employee
- Postpone other services as much as possible until after 1 June e.g., physical examinations for Preventive Medical Examinations (PME), training for more than 10 persons or workplace examinations
- Where possible, postpone inspections, unless the inspection has social importance (under strict conditions)
- Personal contact via telephone and/or e-mail

(*) this date was mistaken during the webinar. The correct date is 1 May

7B. Individual tracks, including re-integration

- If the medical officer provides analyses and advice, the employer must carry these out to the best of his ability
- It is possible that due to the measures related to the coronavirus, it is not possible to carry out re-integration tracks for individual employees
- Make a clear note of this in your own file keeping, such as the action plan. Which measures were you unable to carry out and why not?
- Employees Insurance Agency (Dutch: UWV) annex to the WVP Work Guide of 30 March 2020
 - For other questions, turn to the UWV

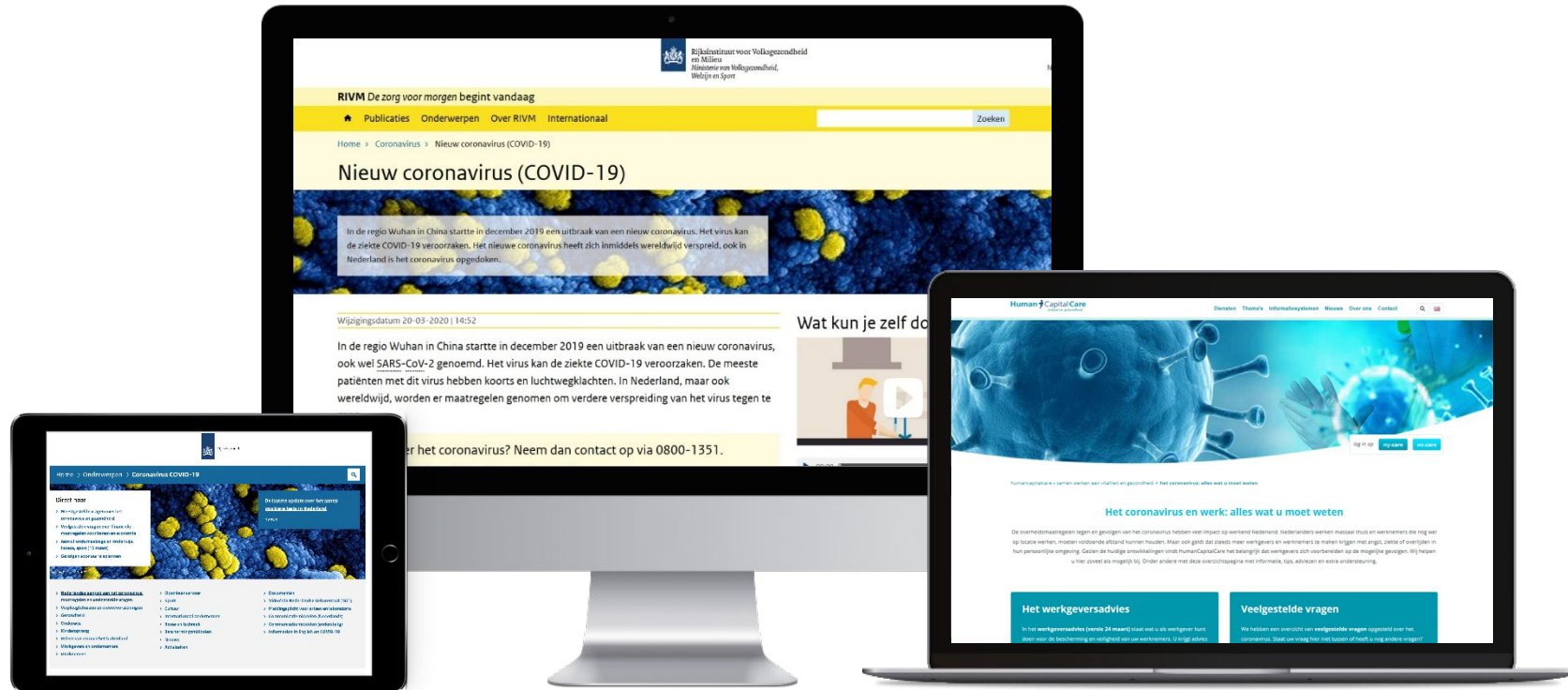
8. Advice for employers 24 March 2020

The Dutch workforce continues working motivated and in good health, now and in the future!

Objectives of the advice for employers

1. Safeguard the safety of employees
 2. Demand attention for the continuity of the company
 3. Delay the spread of the coronavirus
- Follow the guidelines of the RIVM and the information it offers, as well as other reliable sources
 - Based on a good relationship between employer and employee, do everything possible to prevent infections of the virus and make decisions in proper consultations.

8. Information



Questions?

Contact your designated contact person
or e-mail to coronavirus@humancapitalcare.nl