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## How to Avoid H.R. Mistakes Stemming from COVID-19

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### **How to Avoid H.R. Mistakes with COVID-19**

1. If allowing employees to telecommute, track the time-worked properly, so you don't expose your business to claims for unpaid wages or overtime.
2. Centralize and communicate decisions regarding who can and can't telecommute. This will limit the risk of claims for discriminatory disparate treatment.
3. Take care to protect employees against racial or ethnic bias.
4. Avoid sharing medical data provided by employees who ask for reasonable accommodations, including working from home.
5. Clarify expectations to employees about keeping or rescheduling appointments, following up with clients or customers, and observing deadlines.

Source: Wagner Law Group, March 16, 2020.