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OIA (Ohio Insurance Agents), represents more than 1,300 independent insurance agencies and 11,500 insurance agents that serve as trusted advisors to Ohio citizens in insuring the protection of their personal and business assets.

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OUR GOALS

The coronavirus (COVID-19) is presenting new and unique challenges. We are navigating uncharted waters with this virus, making it important to find new ways to work, interact, and be productive. As a result of our recent survey during "Returning to Work Safely", we learned an overwhelming majority of agencies will experience a blended work environment with some employees working from home and others coming into the office. We appreciate the challenges that will bring and have packaged together some resources for you to incorporate into your agency operations. These are customizable pieces that can be edited to make it an easier lift to incorporate into your business practices.

COMMUNICATION TOOLKIT

RESOURCES FOR YOUR AGENCY AND YOUR EMPLOYEES WORKING FROM HOME

Please feel free to utilize the following resources, as you prepare your staff and office for returning to work:

- [Health and Safety Best Practices](#): A complete checklist to prepare yourself, as the employer, to prepare the office for returning to the office from a health and safety perspective.
- [Employer Return to Work Checklist](#): A comprehensive employer checklist to step through to think through all of the process you need to put in place and think of before you open your office.
- [Employee Notice - Face Coverings](#): A communication that can be sent to your staff regarding the use of masks and face coverings in the office.
- [COVID-19 Daily Checklist](#): A comprehensive checklist to ensure you can open your business safely while adhering to Gov. DeWine's current guidelines.
- [FFCRA Poster](#): Read the details of the FFCRA and provide to your staff either in a common area or through email for those employees that are working from home.
- [OIA 7 Step Prevention Coronavirus Awareness Poster](#): Use this poster to inform your staff of precautionary measures they can take to help stop the spread of COVID-19.

COMMUNICATION TOOLKIT CONTINUED:

- [COVID-19 Self Assessment](#): A daily self assessment you can give to your employees to ensure that they do not come to work if they have experienced any COVID-19 symptoms.
- [What If Guide](#): this guide helps prepare you for challenging conversations with your staff that may not be ready to come back to the office.
- [COVID-19 Voluntary Work from Home program](#): The COVID-19 Voluntary Work from Home program outlines our guidelines for employees who choose to work from home during the COVID-19 Pandemic.
- [Acknowlegment of Receipt fo Comany-Issued Property](#): An agreement that can be used between you and your employee when issuing compnay resources and equipment.
- [Sample Telecommuting Agreement](#): The telecommuting agreement outlines the agreement between the employer and employee.
- [ACT Remote Work Agreement](#): Ensure your agency's employees understand and conform to needed arrangements when working out of the office. In conjunction with BIG i and ACT, we are offering a downloadable "Remote Work Agreement" This is intended to be enacted between agency leadership and employees working remotely.
- [Work From Home Agreement](#): In addition to the above ACT resource, OIA's HR contact provided a work from home agreement outlining general work arrangements. Feel free to combine the two resources in order to arrive at an agreement that works for your agency and staff.
- [Telecommuting Checklist](#): Use this checklist to ensure employees understand Company policies and procedures for remote work.



MEMBERSHIP

If you are unable to access the [ACT Remote Work Agreement](#) link, it could mean that you are not currently a member of the OIA and BIG I. If that's the case, now is the perfect time to join, as we are offering countless resources to manage your agency during these uncertain times of the COVID-19 pandemic. For more information, please reach out to Dustin Mahrt, dustin@ohioinsuranceagents.com.



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