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As circumstances surrounding COVID-19 continue to develop nationwide, we want to remind you of three specific resources you have access to for all things HR as a partner of Scott Insurance.

### **HRWS-HR Workplace Services**

HRWS provides access to a team of experts in Human Resources, Compliance and Risk specializing in areas such as performance management, handbook support, policy & procedure review, leave, statutory compliance, etc.

In addition, HRWS has developed a COVID-19 workplace information packet that includes FAQs, sample employee communications, self-quarantine request forms, corona virus workplace implementation considerations, communicable disease policies, sample pandemic response letters, US Department of Labor guidance, CDC Recommendations, OSHA guidance for workplaces and a pandemic illness PowerPoint presentation for employers. This package can be accessed at [myHRWS.com](http://myHRWS.com)

You can contact HRWS by phone at 866-691-7757 or by email at [support@hrworkplaceservices.com](mailto:support@hrworkplaceservices.com)

### **HR Hotline**

HR Hotline is staffed by HR professionals, available by phone or email, to answer your HR-related questions. They are your direct line to asking legal or compliance questions around employee benefits, leaves of absence, federal compliance, state employment law, wage and hour issues, discipline and terminations, recruiting and hiring, employee relations, workers' compensation, investigation and performance management.

You can contact HR Hotline by phone at 844-4HR-LINE or by email at [hrhotline@zywave.com](mailto:hrhotline@zywave.com)

### **HR360**

HR360's compliance library is a comprehensive, easy-to-navigate depository of HR and benefits guidelines that allows users to research topics ranging from benefits and healthcare reform to recruitment, discipline, and safety and includes the ability to narrow inquiries down to a specific state's laws and regulations. Through HR360, you can opt in to receiving active email notifications regarding regulatory changes at the federal level, including updates as legislative efforts to address COVID-19 continue to evolve.

You can access HR360 at [www.hr360.com](http://www.hr360.com). If you have not previously been set up with access to this website, please contact your Scott Insurance service team.