

Commercial Risk Advisor

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All U.S. employers must properly complete Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens.

Provided by:
Associates of Glens Falls Inc.



Employers Must Begin Using New Form I-9 by May 1

On Jan. 31, 2020, U.S. Citizenship and Immigration Services (USCIS) [published](#) a new version of [Form I-9: Employment Eligibility Verification](#). The previous version of this form expired Aug. 31, 2019, but USCIS advised employers to continue using the expired form until a new form was made available.

Transition Period

With the new form, USCIS has also clarified that employers have the option of initially using either the expired or the new Form I-9. However, employers must begin using the new form exclusively by **May 1, 2020**.

What's Different?

The paper version of the new form has not changed, but the electronic form shows a few minor changes. Specifically, the new form:

- Lists additional countries in the “country of issuance” field;
- Clarifies who can act as an authorized employer representative;
- Updates the USCIS website address;
- Clarifies the list of acceptable documents;
- Updates the process for requesting paper versions of the form; and
- Updates the privacy notice from the Department of Homeland Security.

New Expiration Date

The new Form I-9 was [approved](#) by the Office of Management and Budget on Oct. 21, 2019, and has a new expiration date of **Oct. 31, 2022**.

Symptoms of Coronavirus Disease

Patients with COVID-19 have reportedly had mild to severe respiratory illness. Symptoms can include:

- Fever
- Cough
- Shortness of breath

Symptoms may appear 2-14 days after exposure.

Source: CDC



Protecting Your Workforce From Coronavirus

As concerns about COVID-19 continue to rise, many employers are left wondering what they can do to protect their workforce. In order to help employers plan and respond to COVID-19, the CDC has issued [interim guidance](#). The CDC recommendations include:

- **Actively encourage sick employees to stay home.** Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of signs of a fever and any other symptoms of COVID-19 for at least 24 hours.
- **Separate sick employees.** Employees who appear to have acute respiratory illness symptoms (e.g., cough or shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.
- **Emphasize hand hygiene.** Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60%-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- **Perform routine environmental cleaning.** Employers should routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs.

In addition to following the CDC's interim guidance, employers should consider the following best practices to help prevent the spread of COVID-19:

- Educate employees on the signs and symptoms of COVID-19 and the precautions that can be taken to minimize the risk of contracting the virus, without causing panic.
- Appoint a single individual or department as the point of contact within your organization for employee questions about COVID-19.
- Review safety programs and emergency action plans to ensure that they include infectious-disease protocols.
- Implement travel guidelines and procedures for approving travel to and from China.

Employers should closely monitor the [CDC](#) and [WHO](#) websites for the latest and most accurate information on COVID-19.