

## Before Your Business Reopens

If your business is reopening, you are probably reviewing and updating policies to help ensure a successful return. Make sure you've considered these essential topics:



### How Long Were Employees Inactive?



Millions of Americans are currently furloughed. Your staff may have been unemployed for up to a few months. They are counting on you to offer a smooth, secure transition.

Multiple cities and counties have reported spikes in criminal activities during the pandemic. Depending on your industry and employment policies, you may opt to run background checks on those returning to work. Screening each person shows you are committed to safety, maintaining a non-biased procedure and reestablishing long-term employment relationships with your team.

### Have Duties Changed?



Organizations throughout the country are expanding the way they operate. For example, retail establishments may now need workers to load products into vehicles or deliver goods to customer's homes. Many companies are revising job descriptions to include these added responsibilities.

As you go through this process, keep in mind that employees who have direct contact with consumers should also undergo a comprehensive background check. Best practice is to search county and federal courts, national criminal databases and sex offender registries. This will assure the protection of your customers and avoid unnecessary risks.

### Reportable Records



Before your team members return to the workplace, perform due diligence by confirming their eligibility. It's important to note that relying on expired or expunged records could inadvertently cause you to start an undue adverse action. If you assess candidates who were screened months ago, but put on hold, older records might have reached their expiration date.

During the pandemic, we've seen a number of advocacy groups focus on expunging certain types of criminal records. Some courts have sealed convictions for offenses that were later de-criminalized. Once a record is expunged, it cannot be used for business-related purposes.

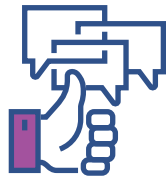
Running new criminal checks alleviates questions and concerns. These reports contain data that help you make informed decisions and maintain safe workplaces.



## Compliance

Several bills have been implemented or amended to accommodate changes that were necessitated by the pandemic. This is a good time to review your hiring and screening policies. As always, consult with your legal counsel to confirm they comply with relevant laws and best practices.

COVID-19 disrupted the way our world operates. We're all eager to go back to work and restore a sense of normalcy. An essential component of that is to remain compliant and provide a fair, transparent experience for everyone.



## We're Here For You

Our team is active and working remotely. We're ready to answer questions and help with all of your background screening needs.

You can reach us via email, phone or live chat Monday through Friday from 6am to 5pm PT. We look forward to maintaining a strong partnership with you as the world reopens and evolves.