



How PBPO Can Help Your Organization Navigate COVID-19

To our valued friends in the nonprofit community:

We appreciate all you are doing for those most severely impacted by the COVID-19 pandemic. We know many of you are trying your best to balance keeping your employees safe while also working to carry out your critical missions.

Please know that Pro Bono Partnership of Ohio is here to help. Our staff and team of attorney volunteers are ready to help you navigate the recent rapid changes to our social environment and overlapping federal, state, and local orders.

Below is a sampling of questions and issues PBPO can assist you with as we move forward.

Contracts:

- Can we cancel or postpone our gala?
- Do we have to continue meeting grant contract deliverables?
- Do we have to pay the consultant who was going to run our now-canceled conference?
- What if we are unable to fulfill the terms in our grants or contracts?
- If we re-open, do we need a new waiver of liability in case someone is exposed to COVID-19?
- How can we modify our consent forms and waivers when we provide services online?

Employment:

- How do we follow state and local laws in protecting and accommodating our staff as they head back to work?
- Can we ask illness-related questions or require medical exams?
- How do the new regulations impact leave coverage for sick employees?
- Should we have concerns with exempt classifications if we reduce employee salaries or change employee duties?
- Do we need a timekeeping policy for remote working?
- What do we do if an employee refuses to return to the workplace?
- Should we furlough or lay off our employees?



Employee Benefits:

- Can we keep employees on health care coverage during periods of layoff or furlough?
- Can we help pay employees' shares of premiums or COBRA while they are laid off?
- Are the health benefits any different during this pandemic?
- Can we suspend the employer match to the retirement plan?

Governance:

- How do we ensure we have quorum on conference calls?
- Can we take important votes over conference calls? Email?
- How should we handle our upcoming members' meeting?

Real Estate:

- Can we amend our lease? What are our obligations under the lease?
- What documents do we need to sublet our space for emergency use?

Mergers & Dissolutions

- What should we be thinking about as an organization if we are concerned about our viability?
- To merge or not to merge?
- Should we consider dissolving?

Our community needs your organizations to not only survive, but to **thrive**. Now more than ever, PBPO strives to be here for you, helping you build a strong foundation to ensure your incredible work continues.

Please don't hesitate to reach out to your PBPO attorney or email info@pbpohio.org for assistance on these, or any other legal issues or questions.

Need Legal Advice?

Obviously, there are many more issues that may come up in connection with nonprofit employers restarting their businesses. If you are a PBPO client and have questions regarding the content of this article or need legal assistance, please email us at info@pbpohio.org.

Not a client? Apply to become a client by submitting a [Request for Legal Assistance online](#), or contact us at info@pbpohio.org.