



# RANDOM DRUG TESTING

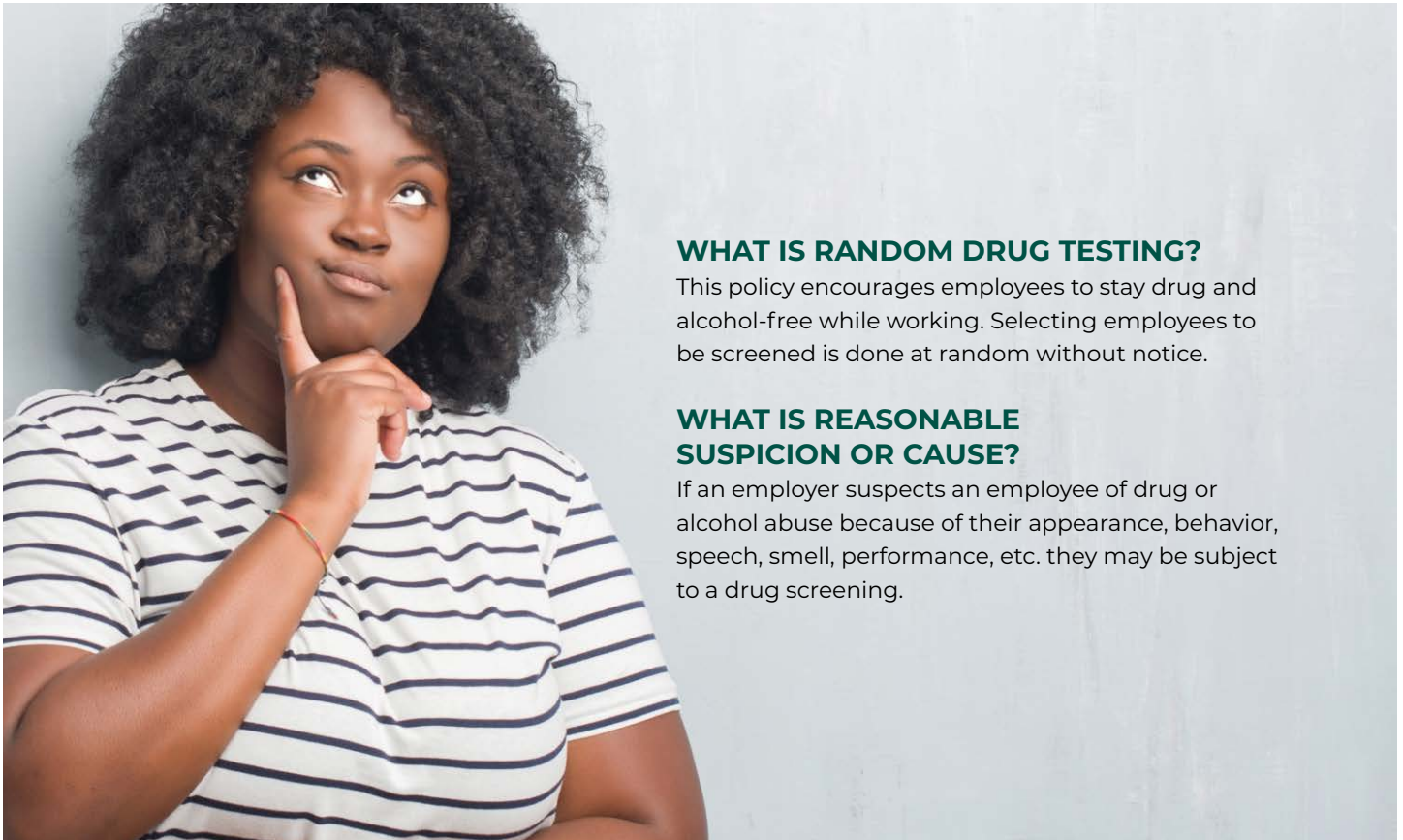
## WHILE EMPLOYEES WORK FROM HOME

Pre-pandemic, there were six general scenarios for employee drug testing that are still relevant today.

1. Pre-employment drug screening
2. Random testing
3. Reasonable suspicion for cause
4. Post-accident testing
5. Return-to-duty testing
6. Follow-up testing

However, random testing and reasonable suspicion for cause are now the avenues more and more businesses are turning to while employees are working from home. Let's take a look at these two fundamental processes for drug testing your current employees.





### WHAT IS RANDOM DRUG TESTING?

This policy encourages employees to stay drug and alcohol-free while working. Selecting employees to be screened is done at random without notice.

### WHAT IS REASONABLE SUSPICION OR CAUSE?

If an employer suspects an employee of drug or alcohol abuse because of their appearance, behavior, speech, smell, performance, etc. they may be subject to a drug screening.

## THINGS TO DO AS AN EMPLOYER:

1

Remind employees of expectations, such as complying with all drug and alcohol workplace policies.

2

Create guidelines that set employer expectations and include frequent check-ins with supervisors.

3

Establish accountability protocols, such as employee recaps of completed tasks or timelines that reflect employee meeting deadlines.

4

If an employer suspects that an employee is using alcohol or drugs while performing work for the company, the supervisor or manager should be instructed to reiterate the company's policies.

5

Set protocols that make it clear that poor performance or violation of workplace policies will incur the same penalties when working from home or working in the office.



## LOOK FOR IDENTIFIERS OF SUBSTANCE ABUSE WHILE WORKING FROM HOME:



Intoxicated while on video conference



Not utilizing video functionality for meetings



Poor work performance



Slurred speech



Frequently late



Lack of engagement

The key fundamentals are proactive guidance, education, and training to avoid any unhealthy employee habits.

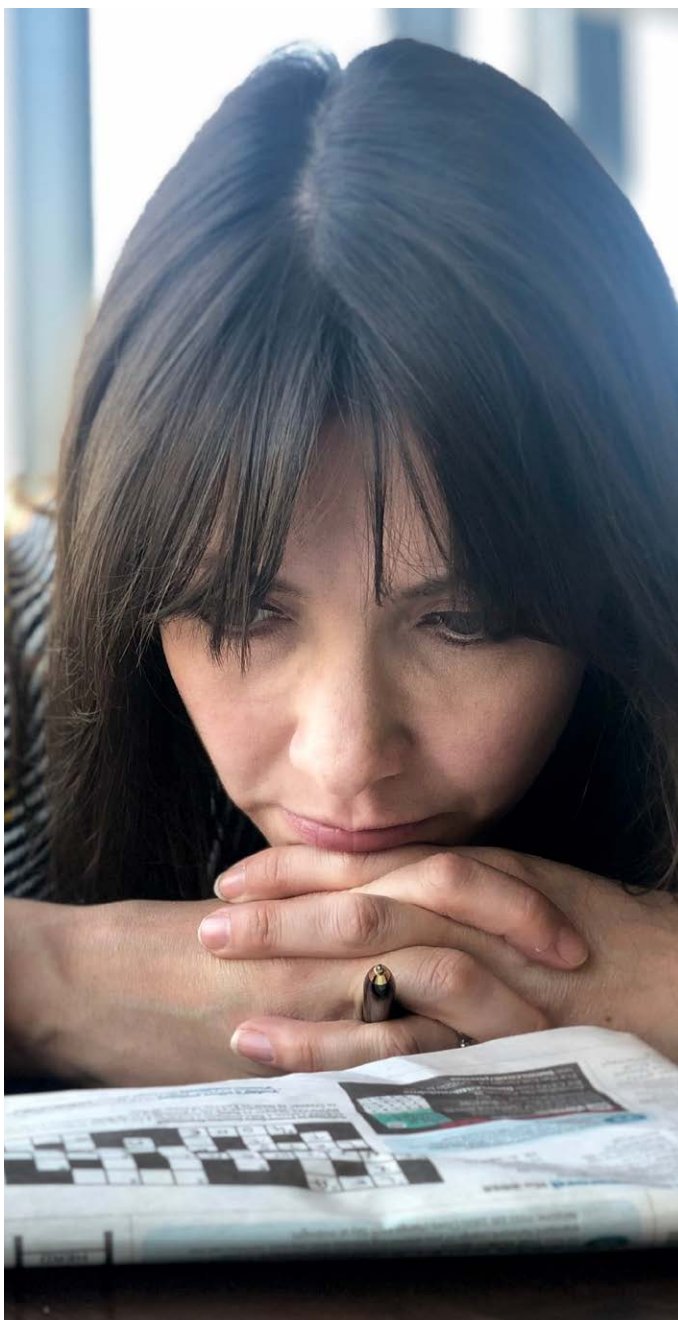
### OPEN-DOOR POLICY:

Crafting an open-door policy or transparency where employees feel comfortable going to their supervisor or manager to openly discuss their stress or issues with substance abuse is essential. If your company doesn't have an open-door policy, now is definitely the time to establish one. Keeping the lines of communication open is crucial. Employers should approach the situation in a nonthreatening or nonjudgmental manner, so employees feel they can be open with their employer and seek the help they need.

Educating HR, supervisors, and/or managers about substance abuse in the workplace and while working from home is vital so they feel prepared to provide the right, productive support toward their colleagues. Being proactive is key to avoid these situations, especially during such an uncertain time.

One important thing to remember when crafting these policies that state laws on drug testing vary, and employers must ensure compliance with such laws in the states where employees perform their work. This guide is generic and may not comply with laws in all states, however when crafting a policy with the experts at KRESS, we ensure all policies are compliant with county, state, and/or federal law.

If you'd like to know more about how KRESS can help your business implement random drug testing policies, contact us today. We have the expertise your business needs to create and implement a policy that works for everyone.



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