



Flexibility for Form I-9 Physical Presence Requirement Extended Again

August 19, 2020

**Update to our [March 12, 2020 COVID-19 Statement](#)*

As part of our COVID-19 Updates, Hire Image previously reported that the Department of Homeland Security (DHS) was exercising discretion to defer the physical presence requirements associated with the Employment Eligibility Verification (Form I-9) for employers and workplaces operating remotely. As such, employers were not required to review the employee's identity and employment authorization documents in the employee's physical presence for 60 days.

Those 60 days were extended twice through July 19, 2020 and then again through August 19th. Another extension now goes through September 19, 2020.

As a reminder, the Form I-9 must still be completed within three days of hire, regardless of the fact that the in-person requirement is currently waived. Additionally, employees who were onboarded during this period must report to their employer within three business days for in-person verification.

[Click here](#) for more information.

Please [contact us](#) if you have any questions.

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COVID-19 Updates: U.S. Immigration and Customs Enforcement (ICE) Once Again Extends Flexibility for Form I-9 Physical Presence Requirement

July 22, 2020

**Update to our [March 12, 2020 COVID-19 Statement](#)*

As part of our COVID-19 Updates, Hire Image previously reported that the Department of Homeland Security (DHS) was exercising discretion to defer the physical presence requirements associated with the Employment Eligibility Verification (Form I-9) for employers and workplaces operating remotely. As such, employers were not required to review the employee's identity and employment authorization documents in the employee's physical presence for 60 days.

Those 60 days were extended twice through July 19, 2020 and now have been extended once again for an additional 30 days.

As a reminder, the Form I-9 must still be completed within three days of hire, regardless of the fact that the in-person requirement is currently waived. Additionally, employees who

were onboarded during this period must report to their employer within three business days for in-person verification.

[Click here](#) for more information.

Please [contact us](#) if you have any questions.

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COVID-19 Updates: Drug Testing, Occupational Health, & Courts

July 17, 2020

**Update to our [March 12, 2020 COVID-19 Statement](#)*

Labs

Quest, LabCorp, and other labs are now testing for COVID-19 antibodies at select patient service centers (not all of them), and when they have reached capacity for testing (particularly in areas where cases are on the rise), no additional tests will be performed that day.

For applicants who need to visit a patient service center for a drug screening or an occupational health test, we recommend calling the location first to ensure it is still conducting tests that day before proceeding to that particular collection site.

Please [contact us](#) if you have any questions.

Courts

As states are re-opening, so are their courts. While most courts have now re-opened, in full or in part, some still may impose limitations on court researchers. Overall, though, there is more accessibility than we have seen since before the pandemic began.

Please [contact us](#) if you have specific questions about jurisdictions that affect your background screening services.

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COVID-19 Updates: U.S. Immigration and Customs Enforcement (ICE) Extends Flexibility for Form I-9 Physical Presence Requirement

June 2, 2020

**Update to our [March 12, 2020 COVID-19 Statement](#)*

As part of our COVID-19 Updates, Hire Image previously reported that the Department of Homeland Security (DHS) was exercising discretion to defer the physical presence requirements associated with the Employment Eligibility Verification (Form I-9) for employers and workplaces operating remotely. As such, employers were not required to review the employee's identity and employment authorization documents in the employee's physical presence for 60 days.

Those 60 days have now been extended for an additional 30 days, through June 18, 2020.

As a reminder, the Form I-9 must still be completed within three days of hire, regardless of the fact that the in-person requirement is currently waived. Additionally, employees who were onboarded during this period must report to their employer within three business days for in-person verification.

Please [contact us](#) if you have any questions.

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COVID-19 Updates: Many Labs Now Requiring Masks

April 20, 2020

**Update to our [March 12, 2020 COVID-19 Statement](#)*

Either on their own or through state mandate, many labs are now requiring donors to wear masks in their medical centers. If donors arrive without a mask, the facility may attempt to provide one, but it is up to their discretion and based on extremely limited supplies. If a donor refuses to wear a mask, they will be asked to leave.

Please [contact us](#) if you have any questions.

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COVID-19 Updates: Massachusetts CORI Searches

April 14, 2020

**Update to our [March 12, 2020 COVID-19 Statement](#)*

Effective April 9, 2020: The Department of Criminal Justice Information Services (DCJIS) issued an emergency regulation in response to the COVID-19 Pandemic. Requestors can now verify the applicant's identity via teleconference in cases where they are unable to verify in person or by a notary. If they are unable to comply with verification in person, by notary, or by teleconference, requestors may petition DCJIS for approval to use an alternate means. Please note that upon termination of the state of emergency, all CORI requests verified in this manner must be verified either in person or through a notarized CORI Acknowledgment Form **within 7 business days**.

For the full emergency regulation, click [here](#).

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COVID-19 Updates: Department of Transportation

March 24, 2020

**Update to our [March 12, 2020 COVID-19 Statement](#)*

In light of the COVID-19 pandemic, the Department of Transportation (DOT) issued guidance on drug and alcohol testing for federally regulated transportation workers. In the guidance, the DOT noted that compliance with its regulations may be challenging due to the lack of resources during this time, but that a reasonable effort to locate these resources must be made. If, after reasonable efforts, the resource cannot be located, the DOT-regulated employer must document why the test was not completed and if, under DOT requirements, testing can be conducted at a later date. If the test cannot be completed or conducted at another time, the prospective or current employee may not perform any safety-sensitive functions.

The DOT also suggested sensitivity among employers regarding employees who are not comfortable being tested, given the unprecedented nature of our situation. It also requests employers to keep communication open with service agents to ensure their availability.

[Click here](#) for more information.

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COVID-19 Updates: I-9 Compliance & Driving Records

March 23, 2020

*Update to our [March 12, 2020 COVID-19 Statement](#)

For the next 60 days, or through 3 business days after the termination of the National Emergency, whichever comes first, the Department of Homeland Security (DHS) is exercising discretion to defer the physical presence requirements associated with Employment Eligibility Verification (Form I-9) for employers and workplaces operating remotely only. Employers will not be required to review the employee's identity and employment authorization documents in the employee's physical presence. Employers must, however, do the following to comply:

- Inspect the Section 2 documents remotely (i.e. email or video call)
- Obtain, inspect, and retain copies of the documents within three business days after normal operations resume
- Enter "COVID-19" as the reason for the physical inspection delay in the Section 2 Additional Information Field
- Add "documents physically examined" after physically inspected, with the date of inspection to the Section 2 Additional Information Field (or to section 3, as appropriate)
- Provide written documentation of their remote onboarding and telework policy for each employee

DHS will evaluate circumstances where employees are subject to COVID-19 quarantine or lockdown protocols on a case-by-case basis.

Any employers who were served NOIs by DHS during the month of March 2020 (and have not already responded) will be granted an automatic extension for 60 days from the

effective date of March 19, 2020. At the end of the 60-day extension period, DHS will determine if an additional extension will be granted.

[Click here](#) for more information.

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Driving Records: We are not experiencing any delays or disruptions in accessing driving records, despite DMV closures around the country. We will provide continued updates if any delays begin.

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COVID-19 Update: Court Closures

March 19, 2020

**Update to our [March 12, 2020 COVID-19 Statement](#)*

We continue to monitor court closures, along with our court researcher partners, across the country. Although many courts are closed to the public, this does not automatically indicate that we cannot obtain the information needed to complete background screenings. In some, but not all, instances, we have other methods in which to secure information from the courts. However, clients should expect some delays with this process.

We are maintaining an updated list of closures on the home page of our Screening System. If you have any questions, please contact us at contact@hireimage.com.

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COVID-19 Update: Technology

March 19, 2020

**Update to our [March 12, 2020 COVID-19 Statement](#)*

Online meeting platform software, such as GoToMeeting, GoToWebinar, and Zoom, among others, are experiencing unprecedented customer traffic at this time. As such, many customers are facing periodic delays when starting meetings or are completely unable to launch meetings at their scheduled times. We have experienced this ourselves over the past few days. If you are using one of these platforms to either meet with us at Hire Image or with anyone else, please be aware of the situation.

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COVID-19 Update: Drug Testing & Occupational Health

March 18, 2020

**Update to our [March 12, 2020 COVID-19 Statement](#)*

Lab-based Urine Testing. Applicants and employees who are tested at a patient service center, such as Quest or Labcorp, may continue to do so. These patient service centers **do not** currently collect specimens for COVID-19 testing. Any COVID-19 specimens are collected by the ordering clinician and mailed to the lab testing facilities for testing, **not the patient service centers.**

The labs are cleaning and sterilizing their offices and are asking those who are exhibiting flu-like or COVID-19 symptoms not to come to their patient service centers. As with any other public place right now, people who do go to these centers should follow the CDC guidelines on handwashing and/or using antibacterial sanitizers and not touch their faces.

At this time, we are unaware of any large-scale closures of patient service centers. They are also continuing to operate during normal business hours.

We will continue to post specific announcements as we receive them.

[Click here for the LabCorp Announcement](#)

[Click here for the Quest Announcement](#)

[Click here for the Concentra Announcement](#)
(*not performing Pulmonary Function Tests (PFTs) until further notice)

Processing of Drug Tests. Currently, there are no delays in the processing of drug tests, and we are being told that there should not be any in the immediate future. However, as the testing of COVID-19 increases around the country, we would expect that there could be an impact of the turnaround time of results. If/when we start to experience delays, we will post additional updates.

Applicant Refuses to Test Scenario. There could be instances where an applicant refuses to submit to a drug test because they do not want to go to a lab and potentially increase their exposure to the virus. These are challenging times for everyone and although we cannot advise employers what to do from a legal standpoint, we would suggest they allow for flexibility and be willing to work outside the norm in some instances until this pandemic is behind us.

One alternative is to consider an oral fluid lab-based test. If you need more information, please email us at contact@hireimage.com

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COVID-19 Statement

March 12, 2020

As we all watch unprecedented actions and prepare ourselves for the expanding reach of COVID-19 (Coronavirus), we want you to be aware that we are taking every feasible precaution to keep our staff and clients safe, and our business functioning, with as few interruptions as possible.

We have had a Business Disaster/Recovery Plan in place for many years. Our leadership team has recently reviewed this plan in consideration of the current situation. We remain hopeful that it will not have to be implemented; however, if it does, you can rest assured that we are prepared. Our ability to provide the exemplary services to which you are accustomed will continue through internal adjustments, which will not affect you.

We will make risk assessments and corresponding decisions as necessary, according to the plan we have in place, which includes different phases based on our evaluation of risk. At this time, we are operating as usual, with a heightened sense of awareness and additional practices in place to help ensure our maintenance of a healthy office atmosphere.

If mandated by the state or federal government, or by circumstances outside of our control, all of our critical staff can work remotely and securely, with no interruption to our services. We would be able to maintain all critical business operations in this manner for whatever amount of time is necessary.

Unfortunately, there are many situations that are outside of our control in their effects on the background and drug screening processes. Below is a summary of those situations and their potential effects. We will continue to update this information, as it becomes available to us.

- Over the past few days, many higher education institutions have closed, for varying lengths of time. Closures of this magnitude may affect turnaround times for education verifications.
- While we are unaware of any current court closures, it is possible that other government institutions, including courts, may follow the lead of the colleges and universities and close as well. Our court researcher partners are also monitoring this situation. If there are court closures, we will immediately notify affected clients via the home page of our Screening System.
- Although there are currently no impacts to our drug screening and occupational health facilities, we expect there may be delays that arise in this area due to the increased burden on healthcare facilities throughout the world.
- As the effects of this pandemic are being felt in countries around the world, international verifications and searches are also expected to be delayed. Specifically, those in China and Italy.

We are working closely with our local governmental offices and are monitoring developments from several sources, including the Center for Disease Control (CDC) <http://www.cdc.gov/>.

As with most situations, knowledge and communication are the keys to success. We will continue to post updated information as it becomes available. If you have any questions or require additional information, please do not hesitate to contact us at contact@hireimage.com.

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