

Regarding I-9 Requirements for Employers Operating Completely Remotely

The U.S. Department of Homeland Security (DHS) announced that it will defer requirements to review Form I-9 documents in-person with new employees, if your business is operating **completely** remotely.

If **any** employee is physically present at a work location, the physical documentation review requirements are not excused. If you use this option, you must provide written documentation of the remote onboarding and telework policy to each new employee. Please contact Simploy to prepare that policy statement for you.

If the new employee is in the St. Louis area, you can direct her or him to Simploy's office for processing. As an essential service, we are maintaining a reduced staff on location.

If that is not possible, and if you are operating remotely, here's how it works:

1. You (or one of your staff) must still inspect the Section 2 documents via email, fax or a video conference.
2. You are required to obtain and retain copies of the documents within 3 business days. Instruct the new employee to mail copies the documents to you (or one of your staff, or to Simploy's office) for physical verification.
3. Enter "COVID-19" as the reason for the physical inspection delay in the additional information field in Section 2.
4. Once normal operations resume for your business, all employees who were onboarded using remote verification must report to your location (or to Simploy's office) within 3 business days, and bring their documents for an in-person verification.
5. After that, you should add "documents physically examined" and the date of inspection to the additional information field in Section 2.

In lieu of the above, and if the new employee is not in the St. Louis area, you can have the new employee contact Simploy, and we will manage the remote I-9 process.

The provisions are in effect until May 19 or within three business days after the termination of the national emergency, whichever comes first.

If you have any questions, please contact Simploy at 314-544-1700.