

EMPLOYER WORKPLACE GUIDANCE AND CHECKLIST FOR COVID-19

There are pro-active and simple ways to prevent the spread of COVID-19 in your workplace. The low-cost measures below will help prevent the spread of infections in your workplace, such as colds, flu and stomach bugs and protect your customers, contractors, employees and their families. Employers should start doing these things now, even if COVID-19 has not arrived in the communities where they operate. They can already reduce working days lost due to illness and stop or slow the spread of COVID-19 if it arrives at one of your workplaces.

	<p>Designate a supply area for disinfectant wipes, hand sanitizer and paper tissues.</p> <ul style="list-style-type: none"> • One employee should monitor supply levels and replenish as needed.
	<p>Instruct employees to wipe down all workstation surfaces and other frequently touched surfaces daily (desks/tables/doorknobs) and objects (telephones, keyboards) with disinfectant wipes.</p>
	<p>Provide hand sanitizer in all employee areas. Replace and/or refill as needed.</p>
	<p>Promote regular and thorough hand washing by employees and customers.</p>
	<p>Promote good respiratory hygiene in the workplace.</p> <ul style="list-style-type: none"> • Encourage staff to cover their coughs and sneezes, avoid touching their face and eyes and dispose of tissues in a trash can. • Display posters promoting "Slow the Spread of Germs", "Stay at Home if You're Sick", "Don't Spread Germs at Work". • Ensure paper tissues are available as well as trash cans for hygienic disposal. • Currently, the Centers for Disease Control and Prevention (CDC) do not recommend that the general public wear masks of any kind if not sick. Consider requesting a doctor's note if an employee insists on wearing a mask.
	<p>Communicate and promote message to staff to stay home if they are sick with a mild cough or low-grade fever.</p> <ul style="list-style-type: none"> • Staff should also consider staying home (or working from home) if they have had to take simple medications, such as acetaminophen or ibuprofen or aspirin, which may mask symptoms of a fever.
	<p>Review, update and share COOP plans with staff.</p> <ul style="list-style-type: none"> • Consider implementing the plan if absenteeism increases. • Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
	<p>Consider teleworking option with employees whose job functions may be performed offsite or at home.</p> <ul style="list-style-type: none"> • Pilot or test teleworking option with pre-identified areas to work out issues (IT needs, communication problems) prior to implementing in a real work event.
	<p>Strategize how to increase space or limit contact between staff if possible, i.e. teleworking, flexible work hours or conference calls in lieu of face to face meetings.</p>
	<p>Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or return to work.</p> <ul style="list-style-type: none"> • Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
	<p>Maintain flexible policies that permit employees to stay home to care for a sick family member.</p>