

## **EMPLOYEE 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 office areas, such as colds, flu and stomach bugs and protect your customers, contractors and employees.

	<b>Wipe down all workstation surfaces</b> and other frequently touched surfaces (desks/tables/doorknobs) and objects (telephones, keyboards) with disinfectant wipes <b>daily</b> .
	Use <b>hand sanitizer</b> and replace and/or refill as needed.
	<b>Wash your hands</b> frequently and thoroughly and encourage customers to do the same. <ol style="list-style-type: none"><li>1. <b>Wet</b> your hands with clean, running water (warm or cold) and apply soap.</li><li>2. <b>Lather</b> your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.</li><li>3. <b>Scrub</b> your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.</li><li>4. <b>Rinse</b> your hands well under clean, running water.</li><li>5. <b>Dry</b> your hands using a clean towel or air dry them. Turn the water off using the towel you used to dry your hands.</li></ol>
	Practice <b>good respiratory hygiene</b> . <ul style="list-style-type: none"><li>• Cover coughs and sneezes.</li><li>• Avoid touching your face and eyes.</li><li>• Use paper tissues and dispose in trash cans.</li><li>• Currently, the Centers for Disease Control and Prevention (CDC) <b>do not recommend that the general public wear masks</b> of any kind if not sick.</li></ul>
	<b>Stay home if you are sick</b> with a mild cough or low-grade fever. <ul style="list-style-type: none"><li>• You should also consider staying home (or working from home) if you have had to take simple medications, such as acetaminophen or ibuprofen or aspirin, which may mask symptoms of a fever.</li></ul>

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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.

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