COVID-19 UPDATE:
KEY ACTIONS FOR EMPLOYERS

- Emphasize and actively encourage employees to stay home when sick.

- Recognize symptoms, separate sick employees, and send them home immediately.

- Emphasize and reinforce respiratory etiquette and hand hygiene by all employees. (https://www.cdc.gov/handwashing/index.html)

- Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.

- Provide tissues and no-touch disposal receptacles for use by employees.

- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.

- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.

- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

- Monitor travel guidelines. (https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html)

- Explore alternative work arrangements, including working at home and using web-based platforms and virtual meetings. Make sure your employees have equipment and resources to work at home if necessary.

- Review your emergency preparedness plan.

- Encourage employees to get flu shots – this vaccine does not protect against COVID-19 but will reduce the risk of seasonal flu.

- Thus far there have not been widespread school shut-downs in the US. Encourage your employees to have a back-up childcare plan if schools are closed, or if the employee becomes infected or is put in quarantine.

- Encourage your employees to have a back-up plan for pets in case the employee becomes infected or is put in quarantine.

Keep up with COVID-19 with the following sites:

https://www.cdc.gov/Coronavirus/2019-ncov/specific-groups/guidance-business-response.html
https://www.businessgrouphealth.org/topics/blog/the-evolving-situation-of-coronavirus-what-we-know-and-what-we-dont
https://www.who.int/health-topics/Coronavirus