

# SECTION 1:

## GENERAL WORKPLACE CONSIDERATIONS

- Encourage sick workers to stay home. Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home. CDC Cleaning & Disinfecting recommendations after identifying a sick employee of confirmed COVID-19.
- Screen employees for symptoms. Screening may include self reporting and/or temperature checks. The CDC has also created a screening tool which may be used one oneself or others.
- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact on the workplace.
- Posting signage that encourages hand hygiene and stop the spread signage at workplace entrances and in other areas where they are likely to be seen, including handwashing signs in restrooms
- Promote frequent and thorough handwashing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs that contain at least 60% alcohol.
- Encourage respiratory etiquette, including covering coughs and sneezes. Provide customers and the public with tissues and trash receptacles.
- Employers should explore whether they can establish new policies and practices, such as flexible worksites (eg, telecommuting) and flexible work hours (eg, staggered shifts), to increase the physical distance among employees and between employees and others if local and state health authorities recommend the use of social-distancing strategies. Department of Labor, EEOC
- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework, if feasible

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- Discourage workers from sharing phones, desks, offices, or other work tools and equipment, when possible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. Products that meet EPA's criteria for disinfecting against COVID-19.
- Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week
- Installing physical barriers, such as clear plastic sneeze guards
- Installing a drive-through window for customer service
- Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. CDC's Traveler's Health Notices can provide latest guidance on travel.
- Developing emergency communications plans, including a forum for answering workers' concerns and internet-based communications, if feasible
- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (eg, cough etiquette and care of PPE)
- Installing high-efficiency air filters
- Increasing ventilation rates in the work environment
- Specialized negative-pressure ventilation in some settings, such as for aerosol-generating procedures (eg, airborne infection isolation rooms in healthcare settings and specialized autopsy suites in mortuary settings)