

# BEING PREPARED FOR

## A HIGHLY INFECTIOUS DISEASE:

### CORONAVIRUS DISEASE 2019 (COVID-19)

**A PANDEMIC IS DEFINED BY THE GEOGRAPHICAL SPREAD OF A DISEASE AND IS BASED ON HOW SEVERE IT IS ALONG WITH THE IMPACT IT HAS.**

#### • **BUSINESSES** •

- ACTIVELY ENCOURAGE STAYING HOME WHEN SICK
- EMPHASIZE RESPIRATORY ETIQUETTE & HAND HYGIENE
- PERFORM ROUTINE ENVIRONMENTAL CLEANING
- CONSIDER CREATING AN INFECTIOUS DISEASE OUTBREAK RESPONSE PLAN TO HELP PROTECT YOUR AGENCY

#### • **PLAN** •

**WHILE THE RISK IS LOW, CONSIDER TAKING STEPS TO PREPARE.**

- IDENTIFY ESSENTIAL EMPLOYEES AND OTHER CRITICAL INPUTS REQUIRED TO MAINTAIN BUSINESS OPERATIONS
- TRAIN AND PREPARE A SUPPORT WORKFORCE
- DEVELOP A PLAN FOR SCENARIOS THAT COULD RESULT IN AN INCREASE OR DECREASE IN DEMAND FOR YOUR PRODUCTS AND/OR SERVICES
- FORECAST AND ALLOW FOR EMPLOYEE ABSENCES DURING A PANDEMIC DUE TO FACTORS SUCH AS PERSONAL ILLNESS, FAMILY MEMBER ILLNESS, QUARANTINES, SCHOOL AND/OR BUSINESS CLOSURES
- TAKE INTO CONSIDERATION YOUR EMPLOYEES THAT ARE BEING PROACTIVE BY STAYING HOME TO ASSIST WITH PREVENTION BY EXCUSING THE REQUIREMENT OF NEEDING A DOCTOR'S NOTE
- ESTABLISH POLICIES FOR FLEXIBLE WORK-SITE AND FLEXIBLE HOURS
- ESTABLISH POLICIES FOR RESTRICTING TRAVEL TO AFFECTED GEOGRAPHICAL AREAS
- EVALUATE EMPLOYEE ACCESS/AVAILABILITY TO HEALTHCARE SERVICES

#### • **CDC RECOMMENDATIONS** •

**CURRENTLY BEING FLU & RESPIRATORY DISEASE SEASON, THE CDC RECOMMENDS:**

- GET A FLU VACCINE
- WASH YOUR HANDS OFTEN OR USE ALCOHOL-BASED SANITIZER
- AVOID TOUCHING YOUR EYES, NOSE & MOUTH WITH UNWASHED HANDS
- AVOID CLOSE CONTACT WITH PEOPLE WHO ARE SICK