

TOP 10 TIPS TO PROTECT EMPLOYEES' HEALTH

- 1. Actively encourage sick employees to stay home.** Develop policies that encourage sick employees to stay at home without fear of reprisals, and ensure employees are aware of these policies.
- 2. Have conversations with employees about their concerns.** Some employees may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
- 3. Develop other flexible policies for scheduling and telework (if feasible) and create leave policies** to allow employees to stay home to care for sick family members or care for children if schools and childcare close.
- 4. Talk with companies that provide your business with contract or temporary employees about their plans.** Discuss the importance of sick employees staying home and encourage them to develop non-punitive "emergency sick leave" policies.
- 5. Promote etiquette for coughing and sneezing and hand washing.** Provide tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.
- 6. Plan to implement practices to minimize face-to-face contact between employees if social distancing is recommended by your state or local health department.** Actively encourage flexible work arrangements such as teleworking or staggered shifts.
- 7. Perform routine environmental cleaning.** Routinely clean and disinfect all frequently touched surfaces, such as workstations, counter tops, handrails, and doorknobs. Discourage sharing of tools and equipment, if feasible.
- 8. Consider the need for travel and explore alternatives.** Check the CDC's Travelers' Health for the latest guidance and recommendations. Consider using teleconferencing and video conferencing for meetings, when possible.
- 9. Provide education and training materials** in an easy to understand format and in the appropriate language and literacy level for all employees, like fact sheets and posters.
- 10. If an employee becomes sick while at work,** they should be separated from other employees, customers and visitors and sent home immediately. Follow CDC guidelines for cleaning and disinfecting areas the sick employee visited.