HELPFUL MEASURES INCLUDE:

- Develop (or review) your company’s emergency plan. A COVID-19 outbreak in your community could lead to staff absenteeism. Prepare alternative staffing plans to ensure as many of your employees are available.

- Communicate with your employees. Monitor the CDC website about what is currently known about COVID-19, the potential for a surge in infections, and your facility’s preparedness plans.

- Create an emergency contact list. Develop and continuously update emergency contact lists for key persons.

- Explore alternatives to face-to-face meetings and visits.

- Enact a policy to address employee participation at large meetings, travel, and conferences.

- Identify staff or develop an advisory line to encourage telephonic interactions with employees if they become ill with symptoms such as fever, cough, or shortness of breath.

- Support hand and respiratory hygiene, as well as cough etiquette by visitors and employees.

- Place 60% alcohol-based hand rub in easily accessible and visible areas.

- Remind employees to clean their hands with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

- Make sure tissues are available and sinks are well-stocked with soap and paper towels for hand washing.

If employees are in a community where person-to-person spread of COVID-19 has been detected and they develop symptoms, they should call their healthcare provider and let them know. Finally, employees should follow their company’s policies and procedures with regard to work attendance when they are ill.