

**Covid-19 – Tips for Businesses**

* Post guidance to prevent employees from getting sick.
* Sanitize hands and high-traffic surfaces (door knobs, handrails) with alcohol-based sanitizer. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>



* If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality.  Sick employees should follow the CDC’s [What to do if you are sick with coronavirus disease 2019 (COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf)). Employers should consult with the local health department for additional guidance.



* Keep an eye on changing legislation and travel restrictions
* Set calm, informed tone with employees with regular communication to protect themselves and the business.
* Instruct employees to report to their supervisor or HR if they show symptoms.
* Few potential guidelines to help keep employees safe:
  + Enforce anyone who is sick to stay home
  + Cancel any nonessential visitors or customer visits to the facility
  + Cancel any up upcoming trips for our team even if they are domestic.
  + Identified our higher-risk employees and change the way they work. For example, our warehouse crew is no longer being outside when the truck driver or customer is outside.
  + They are leaving the product on the dock and monitoring through a camera.  
    All doors are to remain closed if someone needs to come in they are calling a number and being screened to be authorized inside.
* Prepare contingency and mitigation Plans with upper management (legal counsel, HR, key stakeholders) to determine logic for possible scenarios:
  + Work from home
  + Temporary relaxing certain work rules around sick leave / Employees out of sick leave
  + Assured supply of raw materials
  + Lack of PPE (masks, gloves)
  + Business travel
  + Proper training of employees to conduct medical screening, clean-up, and/or use of PPE
  + Someone claims to be sick from work (not an OSHA recordable)