

Preparing Your Workplace for COVID-19

Tips to prevent its spread and prepare for possible disruption to your workplace

Take time now to ensure your workplace is ready:

Create a Business Continuity Plan.

This plan helps workplaces map out how to provide essential services if a number of employees are sick or unavailable. Be sure your employees know what is expected of them.

Actively encourage sick employees to stay home.

Sick employees should stay home and not come to work until they are free of fever, signs of a fever, and any other symptoms for at least 24 hours, without the use of medicine. Employees should notify their supervisor and stay home if they are sick. If employees come to work with symptoms, ask them to go home. Offer paid sick leave so staff do not have to decide between a paycheck and working while sick.

Prepare staff to work from home.

Equip staff with laptops and supplies needed to work from home. Cancel non-essential business travel, use conference calls and video conferencing in lieu of face-to-face meetings when possible.

Increase social distancing in the workplace.

Avoid crowded work settings, cancel business-related face-to-face meetings, space employees farther apart, cancel non-essential travel, promote working from home, and use staggered shifts to have fewer employees in the workplace at the same time.



Offer flexible leave policies.

Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.

Keep a well-stocked supply of tissues, hand sanitizer, and disinfecting wipes. Place them in easy to access spots.

Encourage employees to keep these items at their desk too. CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory illnesses, including COVID-19. Only wear a mask if a healthcare professional recommends it.

Work with your cleaning staff to make sure workspaces are cleaned and disinfected frequently and correctly.

Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. No additional disinfection beyond routine cleaning is recommended at this time.

Post signs about coughing/sneezing etiquette and handwashing.

CDC resources available reminding people about this: <http://bit.ly/stopspreadofgerms>