General Guidelines for Employers

Best Practices for Employers

- Those who are, or work with, high-risk populations, should undergo daily screening/symptom monitoring, and be tested if they begin to experience COVID-19 symptoms.
- Use online conferencing, email, or telephone in place of in-person meetings, even when people are in the same building.
- Ensure every employee's contact information and emergency contact details are up to date; ensure a plan is in place to reach employees quickly.
- Employers should provide face coverings for their employees.
- Consider the possibility of interruptions to water or power that might force closure.
- If relevant, update emergency communication plan with key contacts and backups, chain of communications, and processes for tracking and communicating; share the response plan with employees and communicate expectations.

Cleaning & Hygiene Guidelines for Employers

- Promote etiquette for coughing, sneezing, and handwashing; avoid touching face, especially eyes, nose, and mouth; place posters that encourage hand and respiratory hygiene.
- Face coverings should be worn by employees and patrons, especially when difficult or impossible to maintain 6-foot distance.
- Ensure proper air circulation and post tips on how to stop the spread of germs.
- When possible, discourage sharing of work tools and equipment.
- Avoid handshaking.
- Make a list of high-touch surfaces requiring routine disinfecting and perform routine environmental cleaning (e.g., elevator buttons, workstations, countertops, handrails, doorknobs, breakrooms, bathrooms, common areas), either twice a day or after each use.
- Keep a logbook of cleaning regimen. Those cleaning should:
  - Wear gloves.
  - Prior to disinfecting, clean surfaces with soap and water if soiled.
  - Use EPA-approved disinfectant, industrial cleaner, diluted bleach, or alcohol solutions.
- Provide disposable disinfectant wipes for employee use on high-touch surfaces; provide no-touch trashbins.
- Laundry: wear gloves, use warmest appropriate water setting, dry items completely, do not shake dirty laundry, launder items that have come in contact with COVID-19 separately.
- Make hand sanitizer, soap, and water, or effective disinfectant readily available. Provide pop-up handwashing stations or facilities where necessary (e.g., open houses, construction sites).
- Personal Protection Equipment (PPE) should not be shared and should be disposed of properly.
- After using gloves, employees should wash their hands.

Employers Monitoring Symptoms

- Employees who are sick or who appear to have COVID-19 symptoms should be separated from other employees/customers immediately and sent home; immediately clean and disinfect areas the sick employee visited.
- Train managers/leadership to spot symptoms of COVID-19 and to be clear on relevant protocols.
- Monitor employee symptoms, especially fever. If employees take simple medications such as acetaminophen, ibuprofen, or aspirin, they should take temperature beforehand.
- Do not allow employees to come to work if they feel sick; create or maintain non-punitive leave policies so employees do not feel pressured to come to work if they are sick. Remind employees to report any illness to a manager, especially if sick with fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, and/or shortness of breath.
- If an employee is confirmed COVID-19 positive, employers should inform fellow employees while maintaining confidentiality; fellow employees should self-monitor for symptoms for 14 days.

OSHA Guidance on Preparing Workplaces for COVID-19

-Centers for Disease Control and Prevention

Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation
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