

A microscopic image showing a virus particle with a red, textured surface and several green, spiky protrusions. The background is dark with some light speckles.

## Simple Steps to Reduce the spread of COVID-19, and Your Employer Liability

Initially re-opening your workplace or bringing employees back to work should be carefully planned and reviewed to ensure compliance with federal, state, and local ordinances and laws are required.

Taking all necessary precautions and implement safeguards that reduce the risk of the COVID-19 virus, will ensure your employees safety, and help reduce your employer liability.

The guidelines below are meant as a general framework, the specifics of your organizations may differ slightly from the below. This could vary based on the work you are completing, and space limitations.

### **We focus on 4 primary areas:**

- Business Considerations – what you do to make your workplace safe viable
- Promoting Healthy Hygiene – Maintaining a healthy environment
- Monitoring the Workplace – making daily decisions based on events that occur
- Encouraging Employees – Working with your team to ensure success

### **Business considerations for employee safety during Covid-19**

- Requiring and provide PPE including face coverings, gloves and shoe booties if applicable.
- Increase ventilation and light penetration
- Implement flexible worksites including remote working
- Implement flexible work hours including staggered shifts
- Increase physical space between employees at the worksite
- Increase physical space between employees and customers and providing safe barriers
- Implement flexible meeting options including video conferences or postponing meetings.
- Downsize operations
- Discourage unnecessary travel and remote site visits.
- Deliver services remotely including video and phone.
- Deliver products through curbside pick-up or delivery



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### **Promote healthy hygiene practices and respiratory etiquette**

- Provide tissues and no-touch disposal receptacles.
- Provide soap and water, or hand sanitizer in the workplace.
- Ensure that adequate cleaning supplies are maintained.
- Place hand sanitizers in multiple locations to encourage hand hygiene.
- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Discourage handshaking – encourage the use of other noncontact methods of greeting.
- Direct employees to visit the coughing and sneezing etiquette and clean hands webpage for more information.
- Identify and disinfect high touch areas multiple times during the day.

### **Monitor the workplace**

- Encourage all employees who are sick to stay home – if an ill employee comes to work, you may require them to go home.
- Establish daily employee health checks.
- Monitor absenteeism and adapt flexible attendance policies.
- Create action plan if employee has symptoms, or is diagnosed with COVID-19.
- Create and regularly test emergency communication protocols.

### **Encourage Employees:**

- Maintain social distancing at least 6 feet away if possible.
- Wash hands often with soap and water. If soap and water not available, use hand sanitizer.
- Stay home if sick
- Inform supervisor if they have a sick family member at home with Covid-19
- Wear face coverings at all times at the workplace
- Avoid touching eyes, nose and mouth and nose with tissue when coughing or sneeze, throw away tissue and wash hands immediately.
- Clean and disinfect areas that are frequently touched – this is everyone's job