

Top Ten Actions to Take in Response to Ongoing Pandemic

Post it: The FFCRA (Families First Coronavirus Response Act) requires a poster be posted in a place/manner for employees to see it. Either post physically, email it or distribute by regular mail.

Keep Up: Keep up with the guidelines and mandates issued by the CDC, as well as state and local agencies. If possible, appoint someone to perform this task. Frequently check the CDC website: www.cdc.gov/coronavirus/2019-ncov.

Have a Policy: Develop a policy that explains to your employees what to do if they test positive for COVID or are exposed to someone who has tested positive. Decide if you will request these employees to remain off work pending evaluation or receiving test results. Employees who test positive should be told how long they need to quarantine and require that this information be provided to you. However, do not require a work release from their treating doctor as they may not be able to get into their doctor. Set a specific procedure for employees reporting they have COVID or have been exposed. Perhaps make the policy an addition to your Employee Handbook, and make sure you disseminate to all employees.

Contact Trace: Due to the current numbers, contact tracers are not keeping up with contact tracing. To keep exposure in control, determine whether the employee who tested positive was in close contact (more than 15 minutes in a 24-hour period and closer than six feet) with co-workers when he/she developed symptoms. If so, notify these employees of their potential exposure and require them to quarantine. DO NOT identify the employee who is positive UNLESS they give you the authority to do so.

Mask Up & Spread Out& Clean Up: Require all employees to wear masks when closer than six feet to co-workers. Decide whether you will/need to allow clients and customers on the premises. Conspicuously post notices that all persons coming on the premises must wear masks and enforce this. If possible spread employees' workspace more than six feet apart and/or allow employees to work remotely. Clean areas where a positive employee was working consistent with CDC guidelines. If you allow clients onto the premises, ensure plastic barriers are in place and that area they are allowed in be disinfected.

If You're Sick Stay Home: Actively encourage managers and supervisors to repeatedly inform employees to stay home if they are sick. Be flexible regarding employees out sick. It is preferable that a normal point system for missed work not be followed regarding COVID, as this could result in employees reporting for work when sick with COVID and thus exposing more of your employees.

Translate It: If you employ individuals for whom English is not their first language, get all information translated to ensure they understand the policy and procedure.

Vent It & Plastic Up: If you need your employees to report to work to continue to operate, consider installing a ventilation system that circulates air. Install clear plastic barriers between workstations and at all reception areas.

Zoom Zoom Zoom: If you and your employees would normally meet with each other and/or your customers and clients, invest in an unlimited Zoom account or similar technology to accomplish the same work with less contact.

Support Mental Health: Offer mental health counseling if possible when requested by employees. If you have an employee assistance program (EAP) remind employees to use this if they need it.

Review the following document from OSHA for additional steps to take:
[Osha.gov/publications/OSHA3990.pdf](https://www.osha.gov/publications/OSHA3990.pdf)