



# COVID-19 Key Actions for Employers

- + Actively encourage sick employees to stay home
- + Recognize symptoms, separate sick employees and send them home immediately
- + Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees
- + Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- + Provide tissues and no-touch disposal receptacles for use by employees.
- + Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- + Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- + 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.
- + Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- + Monitor travel guidelines
- + Explore alternative work arrangements including working at home and using web based platforms and virtual meetings
- + Review your emergency preparedness plan
- + Encourage employees to flu shots – this vaccine does not protect against COVID-19 but will reduce risk of seasonal flu.



## Additional Resources

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>  
<https://www.businessgrouphealth.org/resources/what-your-ceo-is-reading-coronavirus>

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HAYS COMPANIES COVID-19 UPDATE