The Coronavirus Threat: How to Keep Your Workplace Safe

COVID-19, a novel coronavirus, is impacting people and businesses around the world.

TAKE STEPS TO KEEP YOUR COMPANY AND WORKERS SAFE.

KNOW THE SYMPTOMS
- Fever
- Cough
- Shortness of breath and breathing difficulties
- Symptoms can appear 2 to 14 days after exposure

STOP THE SPREAD
- Routinely clean all work environments
- Provide hand sanitizer, soap, water, tissues and touch-free disposal receptacles
- Wash hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer

YOUR POLICIES
- Review your Business Continuity and Crisis Communication Plan
- Encourage workers to stay home when sick
- Allow work from home arrangements if possible

DIAGNOSED EMPLOYEES
- Separate sick employees from other workers and send them home
- Notify employees of possible COVID-19 exposure at work
- Maintain the sick worker’s confidentiality, as required by the ADA

WHAT IF YOU HAVE...

TRAVEL PLANS

CORPORATE EVENTS
- Cooperate with venue personnel and community partners

WHAT IF YOU HAVE...

Source:

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