WORKPLACES DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist employers in making (re)opening decisions during the COVID-19 pandemic, especially to protect vulnerable workers. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

ALL

YES

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect employees at <u>higher risk</u> for severe illness?

ALL

YES



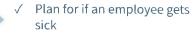
Are recommended health and safety actions in place?

- ✓ Promote <u>healthy hygiene practices</u> such as <u>hand washing</u> and <u>employees wearing a cloth face</u> <u>covering</u>, as feasible
- ✓ Intensify <u>cleaning</u>, <u>disinfection</u>, and ventilation
- Encourage social distancing and enhance spacing between employees, including through physical barriers, changing layout of workspaces, encouraging telework, closing or limiting access to communal spaces, staggering shifts and breaks, and limiting large events, when and where feasible
- ✓ Consider modifying travel and commuting practices. Promote telework for employees who do not live in the local area, if feasible.
- √ Train all employees on health and safety protocols



Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for <u>signs</u> <u>and symptoms</u> of employees daily upon arrival, as feasible
- √ Encourage anyone who is sick to <u>stay home</u>







✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area







How long the new coronavirus can live on surfaces



^{*}At 69.8 to 73.4 F (21 to 23 °C) and 40% relative humidity **At 71°F and 65% relative humidity

Source: New England Journal of Medicine*: The Lancet Microbe**

SUSINESS INSIDER

REGULARLY CLEANING SURFACES WILL KILL THE CORONAVIRUS, SO EVERYONE PLEASE USE THE CLEANING PRODUCTS WE HAVE IN THE OFFICE