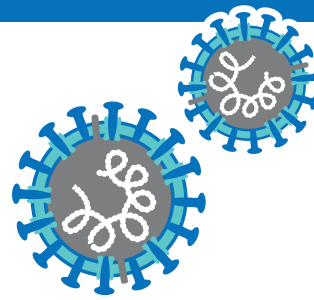





Coronavirus Disease 2019 (COVID-19)



Recommended Strategies for Employers



Educate and Protect Employees

-  Educate all personnel with official information about COVID-19
-  Create a strategy for the personnel that can work remotely. Activate this plan according to the company's capabilities.
-  Recommend that employees who have fever, cough and shortness of breath to stay home.
-  Ensure that you have flexible sick leave policies and make sure employees aware of these policies.
-  Contact contractors and temporary employment companies and inform them of the new official policies.
-  For employees with COVID-19 symptoms, relax the time of a medical excuse requirement.
-  Institute a flexible policy for employees who become caregivers of family members afflicted with COVID-19.





Perform routine cleanings

-  Increase cleaning of all frequently touched surfaces in the workplace, such as door handles, light switches, elevator buttons, etc. Additional disinfection beyond routine cleaning is not recommended at this time.
-  Provide disposable wipes so employees can wipe commonly used surfaces in the work area before each use. (Keyboards, remote controls, desks, among others)





Separate sick employees

As recommended by the Centers for Disease Control and Prevention (CDC), employees who have symptoms of acute respiratory illness (i.e. fever, coughing, shortness of breath) should not come to work. If they come to work or become ill, they should be separated from other employees, and they should be sent home to get medical care.

Emphasize that employees should stay home when they feel sick. (Use multiple forms of information)

-  Place posters around the workplace, send emails and text message communications on how to avoid getting infected.
-  Emphasize hand hygiene at the entrance to the workplace and in other common areas.
-  Encourage the use of disposable tissues and how to dispose of them correctly
-  Encourage employees to wash their hands frequently with soap and water for at least 20 seconds. In the absence of soap and water, use a disinfectant containing more than 60% alcohol.

Before travelling

-  Consult the CDC's about Travelers' Health Advisories for the latest information and recommendations.
-  Advise employees to be screened for symptoms of acute respiratory illness before traveling.
-  Ensure that if employees become ill while traveling or on a work assignment, they notify their supervisor and if necessary, to immediately call a medical provider.
-  If the employee is outside the United States, they should follow your company's policy for obtaining medical care or contact a health care provider abroad to help them find appropriate care.

Additional actions in response to COVID-19

Employees without any symptoms have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC's guidance on how to conduct a risk assessment of their potential exposure.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html> | <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

If an employee is confirmed to have COVID-19, the employee should follow the company's policies on information disclosure.