**Preparedness in the Workplace**

**Resources for more information: See links below to websites.**

Centers for Disease Control and Prevention (CDC) Guidance

* [COVID-19 Website](https://www.cdc.gov/coronavirus/about/index.html)
* [Print Resources to Communicate About COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html) ( Posters Available in English and MANY other languages)
  + [Share Facts About COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts-h.pdf)
  + [Stop The Spread of Germs COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf)
  + [Symptoms of Coronavirus Disease 2019](https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf)
  + [What You Need to Know About COVID-19pdf icon](https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf)
  + [What to Do If You Are Sick With COVID-19pdf icon](https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf)
* [Interim US Guidance for Risk Assessment and Public Health Management of Persons with Potential Coronavirus Disease 2019 (COVID-19) Exposure in Travel-associated or Community Settings](https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html)
* [Health Alert Network](https://emergency.cdc.gov/HAN/)
* [Travelers’ Health Website](https://wwwnc.cdc.gov/travel)
* [Interim Guidance for Businesses and Employers](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)
* [Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission](https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf)
* [CDC FAQs](https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

**Other Federal Agencies and Partners**

OSHA Guidance:

Understand how OSHA standards apply to protecting workers from COVID-19.

[https://www.osha.gov/SLTC/novel\_coronavirus/index.htmlexternal icon](https://www.osha.gov/SLTC/novel_coronavirus/index.html)

Workers’ Rights and Employers’ Responsibilities

[Section 11(c)](https://www.osha.gov/laws-regs/oshact/section_11) of the [Occupational Safety and Health Act of 1970](https://www.osha.gov/laws-regs/oshact/toc), 29 USC 660(c), prohibits employers from retaliating against workers for raising concerns about safety and health conditions. Additionally, OSHA's Whistleblower Protection Program enforces the provisions of more than 20 industry specific federal laws protecting employees from retaliation for raising or reporting concerns about hazards or violations of various airline, commercial motor carrier, consumer product, environmental, financial reform, food safety, health insurance reform, motor vehicle safety, nuclear, pipeline, public transportation agency, railroad, maritime, securities, and tax laws. OSHA encourages workers who suffer such retaliation to [submit a complaint to OSHA](https://www.whistleblowers.gov/) as soon as possible in order to file their complaint within the legal time limits, some of which may be as short as 30 days from the date they learned of or experienced retaliation. An employee can file a complaint with OSHA by visiting or calling his or her local OSHA office; sending a written complaint via fax, mail, or email to the closest OSHA office; or filing a complaint online. No particular form is required and complaints may be submitted in any language.

OSHA provides recommendations intended to assist employers in creating workplaces that are free of retaliation and guidance to employers on how to properly respond to workers who may complain about workplace hazards or potential violations of federal laws. OSHA urges employers to review its publication: [Recommended Practices for Anti-Retaliation Programs](https://www.osha.gov/Publications/OSHA3905.pdf) (OSHA 3905 - 2017).

[Guidance on Preparing Workplaces for COVID-19](https://www.osha.gov/Publications/OSHA3990.pdf)

Recommended strategies for employers to use now as taken from the CDC webpage [Interim Guidance for Businesses and Employers](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html) :

* **Actively encourage sick employees to stay home:**
  + Follow current CDC guidance regarding keeping employees out of the workplace who show COVID-19 symptoms.
  + Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
  + Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
  + Do not require a healthcare provider’s note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
  + Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
* **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
  + Place posters that encourage [staying home when sick](https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html), [cough and sneeze etiquette](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html), and [hand hygiene](https://www.cdc.gov/handwashing/materials.html) 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.
  + Visit the [coughing and sneezing etiquette](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)and [clean hands webpage](https://www.cdc.gov/handwashing/index.html) for more information.
* **Perform routine environmental cleaning:**
  + 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.
  + No additional disinfection beyond routine cleaning is recommended at this time.
  + Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
* **Advise employees before traveling to take certain steps:**
  + Check the [CDC’s Traveler’s Health Notices](http://www.cdc.gov/travel) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html).
  + Advise employees to check themselves for symptoms of [acute respiratory illness](https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html) before starting travel and notify their supervisor and stay home if they are sick.
  + Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
  + If outside the United States, sick employees should follow your company’s policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.
* **Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:**
  + Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html) of their potential exposure.
  + If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace **but maintain confidentiality as required by the Americans with Disabilities Act (ADA).** Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html) of their potential exposure.