

# Keeping Your Employees and Company Safe

Summarized from Centers for Disease Control and Prevention – Interim Guidance for Businesses and Employers

*This is not an exhaustive list. Visit [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus) for more information*



Actively encourage sick employees to stay home

Send any employee that appears to have acute respiratory illness symptoms home immediately

Instruct employees to clean hands often – provide soap and water and alcohol-based hand rubs

Perform routine environmental cleaning and sanitizing - workplace and vehicles (door handles, workstations, steering wheel, gear shift, etc.)

Prepare for possible increased absenteeism due to illness and closure of schools and daycares

If an employee is confirmed to have COVID-19, they should inform the employer and all employees should be notified of possible exposure

Review human resources policies to make sure policies and practices are consistent with public health recommendations and state/federal workplace laws

For employees that can work remotely, encourage employees to do so instead of coming into the workplace

Minimize exposure between employees and employees and the public

Identify essential business functions, jobs or roles, and critical elements within your supply chains, required to maintain business functions

Plan for how your business will operate if there is increasing absenteeism or supply chains are interrupted

Establish a process to communicate information to employees and clients