

COVID-19: PROTECTING THE WORKPLACE

To reduce the risk of a COVID-19 outbreak at your place of business, the CDC, WHO, and OSHA have provided recommendations for preparing your workplaces. MHI has highlighted some of this guidance below.

MHI also encourages you to visit the CDC, the WHO and OSHA websites under the “Helpful Resources” section, where you will find the latest and most update information, including a link to OSHA’s detailed guidance on “Preparing Workplaces for COVID-19.”

Actively encourage sick team members to stay home

Develop policies that encourage sick employees to stay at home without fear of reprisal and make sure employees are aware of these policies.

Develop policies that encourage employees who live with a person who tests positive for COVID-19 to stay home.

Promote etiquette for coughing, sneezing and handwashing

Promote frequent and thorough hand washing, for at least 20 seconds, and provide employees with facial tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.

Add portable handwashing stations, and consider adding breaks for hand washing.

Provide disinfectant wipes and have hand sanitizer available at common touch points throughout facilities.

Wear Personal Protective Equipment (PPE)

Ensure appropriate PPE such as gloves, facemasks, and eye protection are available for employees. The CDC recommends that people always wear a cloth face covering to cover their nose and mouth in any community setting.

Perform routine environmental cleaning

Clean and disinfect frequently touched objects and surfaces multiple times a day, including machine or heavy equipment controls, community workstations, tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. Be sure to also clean shared spaces, such as locker rooms, breakrooms, and lunchrooms, at least once per day. Dirty surfaces can be cleaned with soap and water prior to disinfection.

Provide education and training materials

Be sure materials are easily accessible, in an easy to read and understand format, and are in the appropriate language and literacy level for all employees. The following CDC webpage has many resources in a variety of different languages:

<https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>

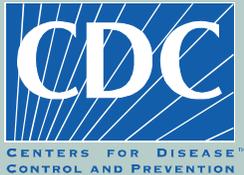
Implement practices that limit in-person contact and visitors to the workplace —

Try to maintain a minimum of six (6) feet between each worker. To adhere to social distancing requirements, actively encourage flexible work arrangements, such as staggered shifts and lunch breaks. If this is not possible or practical, wear appropriate PPE.

Reduce the size of any group or gathering to fewer than ten (10) people and make every effort to eliminate unnecessary in-person meetings. Promote small groups by staggering breaks, staggering facility meetings and adding lunch periods.

Heighten control over visitors and implement a strict critical visitor only policy.

HELPFUL RESOURCES



[Cleaning and Disinfecting Your Facility](#)

[Cleaning and Disinfection for Community Facilities](#)

[Preparing Your Business and Employees for the Effects of COVID-19](#)

[CDC Fact Sheets about COVID-19 for Distribution/Posting](#)



World Health Organization

[Getting Your Workplace Ready for COVID-19](#)

[Basic Protective Measures Against the New Coronavirus \(Download Materials\)](#)



[Guidance on Preparing Workplaces for COVID-19 Control and Prevention](#)

Limit Work Travel

Develop a limited travel policy that minimizes potential employee exposure to COVID-19.

When traveling for work (including traveling to, from, or during work) minimize ridesharing. If multiple employees must be in a vehicle together, ensure there is adequate ventilation. Open windows (and keep them open) as much as possible.

Develop Policies and Procedures for Prompt Identification and Isolation of Sick People

Employers should develop policies and procedures for employees to report when they are sick or experiencing symptoms of COVID-19, and advise employees to self-monitor for signs and symptoms of COVID-19.

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, visitors, and others at a worksite. Create a policy for if/when an employee tests positive for COVID-19, which may require closing the facility and having critical team members work from home.

Act immediately if anyone gets sick while at work. Immediately separate the employee (or employees) from other employees, customers, and visitors, and send the employee (or employees) home. If necessary, move all other employees, customers, and visitors out of the room or area. Follow CDC guidelines for cleaning and disinfecting all areas the sick employee visited or may have visited.