

From the U.S. Centers for Disease Control:
Recommended Strategies for Employers to Use Now

Actively encourage sick employees to stay home:

- 1) Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
Employees should follow Company policy and notify their supervisor and if they are sick and plan to stay home.
 - *Review your policy: ensure that your sick leave policies are flexible and consistent with public health guidance and State regulations.*
 - *Distribute a copy of your company's Sick Leave policy.*
- 2) 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.
- 3) Employers should maintain flexible policies that permit employees to stay home to care for a sick family member.
- 4) 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.

Temporary and Contract Workers:

- 1) 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.

Separate sick employees:

- 1) CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.
- 2) Employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- 3) Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:
 - **Place posters** that encourage cough and sneeze etiquette, and hand hygiene 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.

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Perform routine environmental cleaning:

- 1) Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.
- 2) Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - *Re-train employees on how to properly use cleaning and disinfecting agents.*
 - *Remind employees often to complete cleaning tasks and duties.*
- 3) 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 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.
- Advise employees to check themselves for symptoms of acute respiratory illness 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 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 of their potential exposure.

Contact your HR Consultant, Niki Ramirez, with questions or support.

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Tips for Staying Healthy at Work - 2020

Keeping employees safe and healthy during cold and flu season, as well as during outbreaks of other communicable diseases or illnesses is a top priority for our Company!

With that in mind, we have prepared the following reminders and tips!
Please speak to your supervisor if you have questions or need assistance.

General Best-Practices:

Practice proper infection and illness control, prevention and sterilization measures, such as:

- Use disinfecting wipes, or a freshly, properly mixed bleach/water solution to disinfect surfaces in high-traffic areas (like doors, retail counters, restaurant tables, bathrooms, etc.) on a regular basis.
- Frequently wash hands with soap and water.
- If soap and water are not available, or in addition to washing hands, use alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose or mouth with your hands.
- Keep paper towels, facial tissues and latex/plastic gloves stocked, nearby and readily available.
- Avoid close contact with people who are sick.
- Speak to your supervisor; stay home when you are sick or have a fever.
- If you are sick, see a doctor or healthcare professional immediately to be evaluated.
- Speak with your supervisor if your co-worker(s) or customer(s) are sick.

Hand washing technique with soap and water

- 1 Wet hands with water
- 2 Apply enough soap to cover all hand surfaces
- 3 Rub hands palm to palm
- 4 Rub back of each hand with palm of other hand with fingers interlaced
- 5 Rub palm to palm with fingers interlaced
- 6 Rub with back of fingers to opposing palms with fingers interlocked
- 7 Rub each thumb clasped in opposite hand using a rotational movement
- 8 Rub tips of fingers in opposite palm in a circular motion
- 9 Rub each wrist with opposite hand
- 10 Rinse hands with water
- 11 Use elbow to turn off tap (if no elbow tap available use paper towel to turn off tap)
- 12 Dry thoroughly with a single-use towel
- 13 Hand washing should take 40-60 seconds

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World Health Organization
Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care 2009

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