

COVID-19 and the Workplace



3/22/2020

Preparing your workplace



- Know the signs and symptoms of COVID-19 and what to do if staff become symptomatic at the worksite.
- Encourage employees to stay home and notify workplace administrators when sick (workplaces should provide non-punitive sick leave options to allow staff to stay home when ill).
- Encourage personal protective measures among staff (e.g., stay home when sick, handwashing, respiratory etiquette).
- Clean and disinfect frequently touched surfaces daily.
- Ensure hand hygiene supplies are readily available in building.

Preparing your workplace



- Encourage staff to telework (when feasible), particularly individuals at increased risk of severe illness.
- Implement social distancing measures:
 - Increasing physical space between workers at the worksite
 - Staggering work schedules
 - Decreasing social contacts in the workplace (e.g., limit in-person meetings, meeting for lunch in a break room, etc.)
- Limit large work-related gatherings (e.g., staff meetings, after-work functions).
- Limit non-essential work travel.

Common questions



- **Can my business stay open?**
 - Right now, yes. Food establishments must be carry out only. Entertainment and gyms are 10 people only. All other intentional gathering are limited to 10 people.
- **What if I have a sick employee who has not been tested for COVID-19?**
 - Tell them to stay home if they are sick.

If my employee tests positive for COVID-19...



- **Do I have to close?**
 - No
- **Will I be notified?**
 - It depends. If we need to contact you, in order to get the contact information of people they have been in close contact to, we will reach out to you.
- **Will all my staff have to be quarantined?**
 - No, only close contacts need to be quarantined for 14 days.
- **When can my employee come back to work?**
 - Your employee will be told by their healthcare provider or PHHS when they can return. It will be at least 7 days.

Why is my employee quarantined?



- They have returned from a level 3 county.
- They have been in contact with a person with COVID-19.
- They have been contacted by PHHS and told to be quarantined.

Other quarantine questions..



- How long will my employee be quarantined?
 - 14 days
- If I have an employee who is quarantined because of an exposure outside of work do my other employees need to be quarantined?
 - No
- Will PHHS notify my employees if they need to be quarantined?
 - It depends. Individuals who are being quarantined because they traveled to a level 3 country are not being told by PHHS. If the employee had close contact with an individual who is positive, PHHS will notify them.