

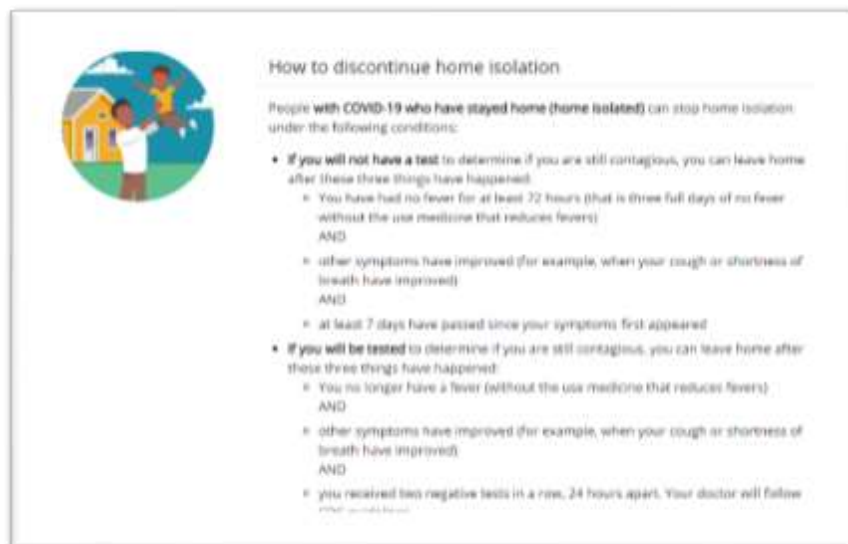
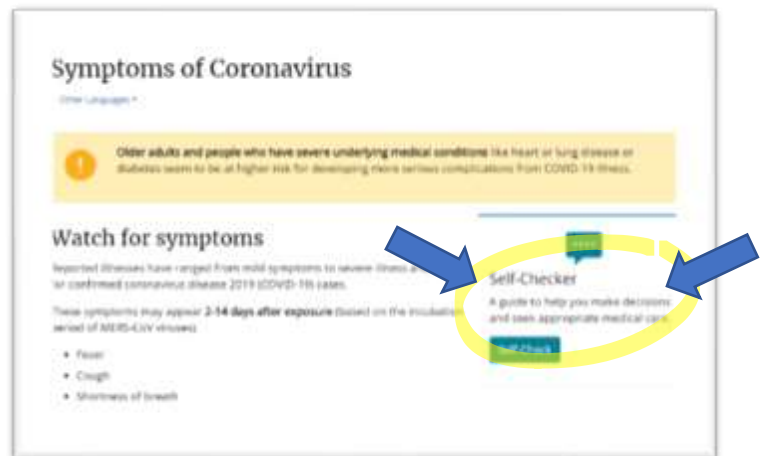
Be Prepared ~ COVID-19

An Employer Guide

What Action to Take If...

An employee states that they are not feeling well or they have someone they are caring for who is not feeling well:

- Maintain confidentiality through the entire process. Do not disclose the employee name or other identifying information!
- Managers/Supervisors should direct all staff to Human Resources or another single point of contact (Practice Manager, Office Manager, Regional Manager, Director of Operations, President/CEO, Owner, etc.) for all such communication to maintain consistent practices.
- Provide the employee the link to CDC Information; [Symptoms of Coronavirus](#). They should use the Self-Checker (see picture at right), follow the resulting CDC Instructions and inform the identified company contact person.
- If the employee will be missing work, allow them to use any available Paid Sick Leave, Vacation/PTO, and/or Emergency Paid Sick Leave (if applicable).
- In accordance with CDC guidelines, staff which feel ill should follow how to discontinue home isolation prior to returning to work. These guidelines (see picture below) can be found [in this CDC link](#); *What to Do if You Are Sick*.



What Action to Take If...

An employee states that *they; are suspected to have, have been directed to be tested for COVID-19, have come in contact with someone who has COVID-19 or have tested positive for COVID-19:*

- Maintain confidentiality through the entire process. Do not disclose the employee name or other identifying information!
- Managers/Supervisors should direct all staff to Human Resources or another single point of contact (Practice Manager, Office Manager, Regional Manager, Director of Operations, President/CEO, Owner, etc.) for all such communication to maintain consistent practices.
- Advise the employee to stay at home (or to go home) and inform them that they will be placed on a leave of absence for 14 days or as otherwise recommended by the CDC, the public health department or a healthcare provider.
- Ask the employee, on what date they tested positive and who they have engaged closely with (within 6 feet) during the previous 2 weeks in the workplace. This may include clients, vendors and others that will need to be notified.
- Send home those who are identified as having worked closely with the diagnosed employee (see below communication) and encourage them to contact their healthcare provider or Public Health Department. If the employee has not received a positive test, communicate that the employee has not received a positive test at this time; however, action is being taken out of an abundance of caution.
- Evaluate if the affected employees can work from home or if they may be eligible for any leaves, such as Paid Sick Leave, Emergency Paid Sick Leave, FMLA, CFRA, Reasonable Accommodation, etc. Work with Elmore HR to draft and prepare the necessary documents.
- Follow [these CDC guidelines](#) for cleaning and disinfection recommendations. Consider closing the workplace until this cleaning and disinfection process has been completed, or longer if suggested by the Public Health Department.
- Re-evaluate your current practices and consider additional measures to avoid exposure in the workplace. Review the OSHA/HHS Guidance found on the right side of [this CDC page](#).
- Before returning to work, employees must follow the guidance of their healthcare provider and local health department. More information can be found on the CDC Page under [How to Discontinue Home Isolation](#).

SAMPLE COMMUNICATION FROM THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING FOR THOSE IDENTIFIED AS POSSIBLY EXPOSED AFTER A POSITIVE TEST RESULT:

COMPANY NAME has learned that an employee at *LOCATION* has tested positive for the COVID-19 virus. The employee received positive results of this test on *DATE*. This email is to notify you that you have potentially been exposed to COVID-19 and you should contact your local public health department for guidance and possible actions to take based on individual circumstances.

Additional Considerations...

- ◇ Don't forget about OSHA. If an employee is infected with COVID-19 as a result of performing their work-related duties, COVID-19 can be a recordable illness. See *Recording workplace exposures to COVID-19*, found on the right side of [this OSHA page](#).
- ◇ If an employee is infected with COVID-19 as a result of performing their work-related duties and they are hospitalized, the illness must be timely reported to OSHA.
- ◇ These are uncertain and scary times. We must be sensitive to this and remind managers to show compassion and grace while navigating day to day communication.

Continually Re-evaluate Your Workplace...

- Get staff, all staff, working from home where possible.
- Maintain communication with staff, reminding them of social distancing, hygiene and disinfecting. Change/rotate posters weekly, send out email reminders, and if you see staff too close then advise them to add some distance.
- Ensure deep cleaning is occurring regularly.
- Remind staff not to come to work when sick.
- Be flexible with attendance policies and use of Paid Sick Leave and Vacation/PTO.
- Consider implementing an employee self-check before coming into the workplace.
- Move all desks and workspaces 6-feet or more apart.
- Provide hand sanitizer and disinfecting supplies.
- Ensure soap is available and remains filled for handwashing.
- Have a regular schedule to disinfect all necessary areas and surfaces: break rooms, bathrooms, door handles, tools, equipment, other high traffic areas and frequently-used items.
- Consider assigning pens and tools to individual staff to keep on their person and avoid sharing of equipment.
- If you support or engage with the public, consider implementing limitations and processes: (1) limit the number of customers by having an employee at the entrance to keep count; (2) place markers at lines and other "waiting areas" to ensure social distancing; (3) wipe down POS equipment after each use; (4) consider outdoor order pick up to keep the public out of your workplace; and (5) any additional precautions which may be taken.

Critical Resources (updated frequently)...

[Department of Labor ~ COVID-19 Resources](#)

[CDC Interim Guidance for Businesses and Employers](#)

[Cal/OSHA Resources](#)

[Department of Fair Employment and Housing](#)

[California Coronavirus \(COVID-19\) Response](#)