

# Protect your greatest asset—your employees!

We recommend keeping-in-place until there is a COVID-19 vaccine or large public gatherings are re-instituted.

## WORK FROM HOME

As much as possible, maintain work-from-home functions, especially for those over 60 years old.



## COMMUNICATE



Communicate to employees and customers. Have signage in place to remind of safe practices such as distancing, frequent hand sanitizing, and wearing fabric masks.

## MASKS

Mandate employees wear masks (cloth or fabric) when on site.



## WASH

Make hand sanitizer available for employees or allow time for employees to wash hands.



## CLEAN

In retail or service industry, disinfect common surfaces, like carts, after each use.

Clean work surfaces and common areas, as much as possible, with disinfectant.

Clean common/ public bathrooms multiple times a day.



## SYMPTOM CHECKS

Implement active symptom checks and temperature screening of employees at start of shift:

- New onset cough, shortness of breath, loss of smell.
- Fever  $\geq 100.0^{\circ}\text{F}$ .



## LIMIT

Try to limit the number of occupants on elevators.



## AVOID LARGE GATHERINGS

Avoid large gatherings and in-face meetings (>10 people):

- continue virtual meetings.
- space out common areas like cafeterias and waiting areas.
- stagger break and lunch times to prevent gatherings in break rooms and cafeterias.

