

Employer Checklist

How to prepare your business and workforce during different stages of COVID-19 transmission in your area.

At low risk of transmission

- Know where to find local info on COVID-19 & local trends of COVID-19 cases.
- Know the signs & symptoms of COVID19 & what to do if staff become symptomatic at the worksite.
- Review, update, or develop workplace plans to include:
 - Liberal leave & telework policies
 - Consider 7-day leave policies for people with COVID-19 symptoms
 - Consider alternate team approaches for work schedules
- Encourage employees to stay home & notify workplace administrators when sick (workplaces should provide non-punitive sick leave options to allow staff to stay home when ill).
- Clean & disinfect frequently touched surfaces daily.
- Ensure hand hygiene supplies are readily available in building.

At moderate risk of transmission

- 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.
- Consider regular health checks (e.g., temperature & respiratory symptom screening) of staff & visitors entering buildings (if feasible).

At high risk of transmission

- Implement extended telework arrangements (when feasible).
- Ensure flexible leave policies for staff who need to stay home due to school/childcare dismissals.
- Cancel non-essential work travel.
- Cancel work-sponsored conferences, tradeshow, etc.

Signature

Date