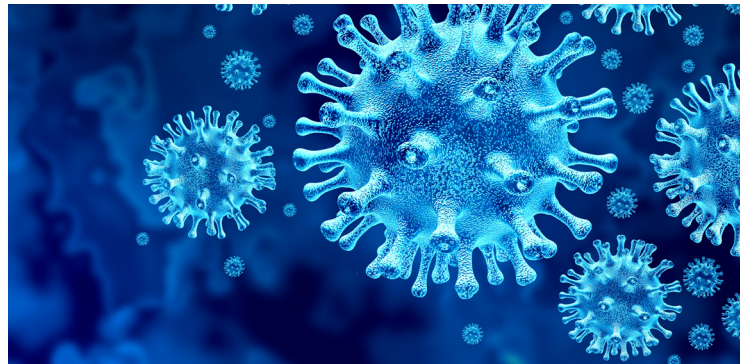# The Coronavirus Threat:
How to Keep Your Workplace Safe

COVID-19,

a novel coronavirus, is impacting people and businesses around the world.

TAKE STEPS TO KEEP YOUR COMPANY AND WORKERS SAFE.

KNOW THE SYMPTOMS
- Fever
- Cough
- Shortness of breath and breathing difficulties
- Symptoms can appear 2 to 14 days after exposure

YOUR POLICIES
- Review your Business Continuity and Crisis Communication Plan
- Encourage workers to stay home when sick
- Allow work from home arrangements if possible

STOP THE SPREAD
- Routinely clean all work environments
- Provide hand sanitizer, soap, water, tissues and touch-free disposal receptacles
- Wash hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer

DIAGNOSED EMPLOYEES
- Follow CDC guidelines for coronavirus risk assessment: https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html
- Separate sick employees from other workers and send them home
- Notify employees of possible COVID-19 exposure at work
- Maintain the sick worker's confidentiality, as required by the ADA

WHAT IF YOU HAVE...

TRAVEL PLANS
- Check the CDC risk assessment before traveling. https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html

CORPORATE EVENTS
- Follow CDC guidelines for mass gatherings. https://www.cdc.gov/coronavirus/2019-ncov/community/mass-gatherings-ready-for-covid-19.html
- Cooperate with venue personnel and community partners