

CORONAVIRUS RESPONSE CHECKLIST FOR EMPLOYERS

WORKPLACE TO-DO'S

- Encourage social distance with shift work, working from home, no-touch meetings and a rearranged office layout.
- Cancel all non-essential international travel. Consider cancelling all travel and in-person meetings.
- Provide hand sanitizer and disinfectant wipes for employees, customers and anyone else who visits your premises.
- Remind employees of good hand hygiene and proper sneeze/cough techniques.
- Disinfect the workplace with medical grade products as often as possible.
- Make working from home easier with technology such as Slack or Zoom.

PROCEDURAL TO-DO'S

- Provide accurate, up-to-date information daily by email, text or other communication channel that all employees can access.
- If an employee is diagnosed with COVID-19, disclose this to employees but avoid identifying the employee, ensuring compliance with HIPAA and other privacy laws.
- Offer flexible sick leave and don't require doctor's notes. Encourage employees to stay home when they feel ill.
- Offer leave for employees taking care of infected family members.
- Create an infectious disease outbreak response plan for your company that includes information about shutdowns, office access in the event of a breakout and healthcare emergency instructions.
- Communicate changes in policies regarding leave and updated health and safety procedures to all employees.
- Ensure IT prepares employees to work from home, including information on how to get technical support, how to access programs remotely, etc.
- Inform customers and clients of updated operations, policies and procedures via email.