

**CDC Interim Guidance for Employer Response to Coronavirus Disease 2019
Recommended strategies for employers to use now – February 2020**

CDC Recommendations	County Policies
Actively encourage sick employees to stay home	
<ul style="list-style-type: none"> Employees should notify their supervisor and stay home if sick 	Requirement of County Policy Chapter 15, Section 1511 (c)
<ul style="list-style-type: none"> Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness 	Consistent with County Policy Chapter 28, Section 2813 (a) <i>Policy states that a doctor's certificate may be required for an employee absent for more than (2) consecutive shifts.</i>
<ul style="list-style-type: none"> Employers should maintain flexible policies that permit employees to stay home to care for a sick family member 	Consistent with County Policy Chapter 28, Section 2804 (b) <i>Policy states that employees may utilize sick leave to care for themselves or to care for their family members</i>
Separate Sick Employees	
<ul style="list-style-type: none"> Employees who appear to have acute respiratory illness upon arrival to work or become sick throughout the day should be separated from other employees and be sent home 	Consistent with County Policy Chapter 15, Section 1512 <i>County policy requires employees to report for and remain at work in a fit physical condition to perform the essential functions of their position</i>
Emphasize staying home when sick, respiratory etiquette and hand hygiene	
<ul style="list-style-type: none"> Place posters that encourage employees to stay at home when sick; cough and sneeze etiquette and hand hygiene 	Directors have been provided with links to these resources to distribute in their department. Info will be sent weekly and posted on employee intranet. Proper Hand Washing - When to Stay Home
<ul style="list-style-type: none"> Provide tissue and no-touch disposal receptacle for use by employees 	Consistent with current County practice; no touch receptacles being installed
<ul style="list-style-type: none"> Provide soap and water alcohol-based hand rubs in the workplace 	Consistent with current County practice
Perform routine environmental cleaning	
<ul style="list-style-type: none"> Routinely clean frequently touched workplace surfaces 	Consistent with current County practice
<ul style="list-style-type: none"> Provide disposable wipes so that commonly used surfaces can be frequently cleaned 	Consistent with current County practice
Advise employees before travelling to take certain steps	
<ul style="list-style-type: none"> To check the CDC Travelers Health Notice before embarking on any travel 	This will be included in weekly employee updates cdc.gov/coronavirus/2019-travel.state.gov
<ul style="list-style-type: none"> Employees who become sick while travelling should notify their supervisor 	Currently not required in County policy
<ul style="list-style-type: none"> If outside the US, sick employee should follow policy for obtaining medical care overseas 	County health insurance provides coverage while travelling
Additional Measures	
<ul style="list-style-type: none"> Employees who are well but who have a sick family member should notify their supervisor 	Currently not required in County policy

and follow CCDD guidance to conduct a risk assessment of their potential exposure	
Infectious Disease Response Plan Recommendations	
Explore whether flexible worksite practices can be established: telecommuting and flexible work hours (staggered shifts) to increase physical distance. Plan to minimize exposure between employees and the public	
Identify essential business functions and plan business operations with increasing absenteeism	
Set up authorities, triggers and procedures for activating and terminating the response plan	
Engage state and local health departments for dissemination of local outbreak information	
Establish a communication process providing information to employee and to business partners	
Prepare flexible workplace policies if schools or early childhood programs close	
Consider cancelling non-essential travel	
Consider cancelling large work-related meetings or events	