COVID-19
Workplace & Employee Health Suggested Practices
Creating a Plan to Manage the Spread of COVID-19 in the Workplace
During the COVID-19 pandemic, CDC suggests employers take several steps to ensure a safe work environment, taking into account variance among workplaces & business locations.
Develop a Plan

1. Implement a COVID-19 Employee Health Plan

2. Implement and enforce:
   - Hygiene Protocols
   - Sanitation Protocols
   - Social Distancing

3. Stay informed
Know COVID-19 Basics

COVID-19 spreads:
1. From person-to-person
2. During close contact
3. Via respiratory droplets
   - Talking
   - Coughing
   - Sneezing
Know About Transmission

COVID-19 may spread by:
1. People who do not show symptoms.
2. Touching contaminated surfaces.

*Keep in mind, there is still more to learn about how COVID-19 spreads.*
SYMPTOMS

- Range from mild to severe
- May appear 2-14 days after exposure
- Include:
  - Cough
  - Shortness of breath
  - Fever
  - Chills
  - Muscle pain
  - Sore throat
  - Loss of taste/smell

KNOW THE SYMPTOMS
Less common symptoms include:
- Nausea
- Vomiting
- Diarrhea
Warning signs include:
- Trouble breathing
- Persistent pain or pressure in chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face
A medical provider can address other concerning symptoms.

Remember to:
- Call 911
- Call ahead to the medical facility.
- Inform them the person may have COVID-19.
Create an Employee Health Plan

- Consider the level of transmission locally
- Consider location and community conditions
Create an Employee Health Plan

Include:
1. A health screening with touchless body temperature measurement
2. COVID-19 Attendance Log
3. Exclusion and Return-to-Work Policy
HEALTH SCREENING CHECKLIST

1. No-touch body temperature measurement
   - alert if fever of 100.4°F or greater is present

2. List of primary and emergency COVID-19 symptoms

3. Documentation for close contact
   - within 6 feet, of someone that has symptoms or has tested positive for COVID-19

4. Designated emergency contact name, relationship, address, and phone number
COVID-19 ATTENDANCE LOG

1. Employee name
2. Dates
3. Documentation of close contact with a person that has or may have COVID-19
4. Body temperature measurement
5. Recorded symptoms present
6. Date of exclusion
7. Conditions met to return to work if excluded
8. Date returned to work
EXCLUSION & RETURN-TO-WORK POLICY

1. Write an exclusion policy.

2. Write a policy for when symptomatic, asymptomatic, positive-tested, or exposed individuals may return to the workplace.
EXCLUSION POLICY

Employees

- Self-report symptoms before coming to the workplace.
- Stay home if sick, except to get medical care.
- Follow CDC recommendations.
- Inform a supervisor if there is a sick family member at home with COVID-19.
EXCLUSION POLICY

Employers

- Have a procedure to separate an employee exhibiting symptoms.
- Have a procedure for safe transport of an employee who is sick.
- Have contact information for each employee's emergency contact.
EXCLUSION POLICY

Employees

- Stay at home and separate from others.
- Monitor symptoms.
- Inform the facility before visiting a healthcare provider.
- Wear a cloth mask.
- Cover coughs and sneezes.
- Wash hand often & with soap.
- Clean high-touch surfaces.
- Avoid sharing personal items.
- Follow CDC guidelines.
Return Policy Considerations

A return to work policy should reflect:

- CDC guidance.
- State and local health department guidance.

Remember, characterizing symptoms and transmission is subject to change as new information is available.
Consider the Range of Circumstances

- Some may or may not have a lab test and diagnosis.
- Some have tested positive but remain asymptomatic.
- Some remain home, others must be hospitalized.
- Some have conditions that extend the duration of time in which they shed the virus, lasting beyond symptom recovery.
Understand Various CDC Criteria for Discontinuing Home-Isolation

Categories Include:

- People who have COVID-19 symptoms:
  1. Symptom-Based strategy
  2. Test-Based strategy

- People who do not have COVID-19 symptoms but have tested positive:
  1. Time-Based strategy
  2. Test-Based strategy
RETURN POLICY

Decisions to discontinue home-isolation should ideally be made in consultation with a healthcare provider.

And, must be in keeping with state and local health department policies.

Consult CDC guidance for a thorough treatment of scenarios and recommended isolation terms, including:

- Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings
RETURN POLICY

Refer also to CDC’s:

Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19)

- Thorough and informative
- Supplemented by an FAQ page that builds on primary guidance for business’s and employers
RETURN POLICY

Should an employer require a physician's note to verify an employee's status and inform a return-to-work action?

Under the American's with Disabilities Act, employers are permitted to require a doctor's note from employees to verify that they are healthy and able to return to work.

However, as a practical matter amid the pandemic, healthcare providers and facilities may not able to provide such documentation.

Many people with COVID-19:
- can recover at home.
- can follow CDC guidelines for when to discontinue isolation.
RETURN POLICY

Should an employer include a physician’s note to verify or an employee’s status and inform a return-to-work action?

Employers should not require a COVID-19 test result or a healthcare provider’s note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
ADA & CDC Compliance

Do authoritative COVID-19 policies prevent compliance with ADA?

- EECC laws, including the ADA and Rehabilitation Act, continue to apply during the time of the COVID-19 pandemic.
- They do not interfere with or prevent employers from following the guidelines set by CDC or other health authorities.
There is no conflict with the ADA for employers when measuring the temperature of an employee in order to monitor employee health.

Authoritative COVID-19 guidance does not relieve ADA-covered employers of the obligation to provide reasonable accommodations for employees with pre-existing physical and mental disabilities.
There cannot be a single approach that fits all businesses and situations.

Expect guidance to change over time.

An exclusion and return-to-work strategy must be in keeping with current federal, state, and local guidance.
Implement the Employee Health Plan

- Conduct screenings as employees arrive.
- Use social distancing, barrier controls, and PPE.
- Provide multiple screening entries.
- Make screenings as private as possible.
- Follow EEOC guidance for confidentiality of medical records, history, or status.
- Do not make determinations of risk based on race or country of origin.
Coordinate a Complete Strategy

- Implement measures that are specific to each workplace.
- Identify all areas and job tasks with potential exposures to COVID-19.
- Develop control measures to eliminate or reduce identified exposures.
- Enforce hygienic practices.

TAKE ADDITIONAL STEPS
ENFORCE HYGIENE

Emphasize Hand Washing

- Use soap and water.
- Wash for at least 20 seconds.
- Wash after using toilet rooms.
- Wash before eating, preparing food, and after blowing your nose, coughing, or sneezing.
ENFORCE HYGIENE

Use Gloves

- Avoid direct bare hand contact with ready-to-eat foods.
ENFORCE HYGIENE

Avoid Touching

- Eyes
- Nose
- Mouth
ENFORCE HYGIENE

COVER COUGHS, SNEEZES

- Use a tissue.
- Throw the tissue in the trash.
- Wash hands afterwards.
ENCOURAGE MASKS

ENCOURAGE MASKS

- Ask employees to wear cloth face masks.
- Follow local orders at all times.
- Remind employees and customers that CDC recommends wearing cloth face coverings, especially in public settings where social distancing measures are difficult to maintain.

Remember, wearing a cloth face covering does not replace the need to practice social distancing.
SOCIAL DISTANCE

STAY SIX FEET APART

- Enforce social distancing; stay at least 6 feet from other people.
- Employees should maintain social distancing as work duties allow.
- Avoid large gatherings.
DISINFECT

Proactively Clean

- Disinfect and clean work spaces and equipment before and after every use.
- Plan more frequent cleaning of high-touch surfaces.
- Avoid using other employees’ phones, desks, offices, or other work tools and equipment.
- Ensure flexible, consistent, supportive, and non-punitive sick leave policies.
- Offer incentives or alternatives to employees who use public transportation.
- Do not require a COVID-19 test result or a healthcare provider’s note to validate illness, qualify for sick leave, or to return to work.

Adjust for Healthy & Appropriate Operations

SUPPORT A COVID-19-FREE WORKPLACE
- Some employees may be at higher risk for serious illness, such as older adults and those with chronic medical conditions.
- Implement specific policies to minimize face-to-face contact between these employees.
- Assign alternative work tasks to help maintain a distance of six feet from other workers, customers, and visitors.
- Provide for telework if possible.
• Actively implement all federal, state, and local public health and employee policies related to COVID-19.

• Actively seek out timely and accurate information.

• Remember guidance from public health authorities is likely to change as the COVID-19 pandemic evolves.

• Give employees access to the guidance and recommendations that inform the workplace COVID-19 response plan.
Visit neha.org/just-in-time for more information and resources

www.neha.org
staff@neha.org
Toll Free: (866) 956-2258
Phone: (303) 756-9090
720 S. Colorado Blvd,
Suite 1000-N
Denver, CO 80246

neha.org/covid-19
NEHA is closely monitoring COVID-19 pandemic developments and working to provide critical information and updates.

foodsafetyworksllc.com/
Visit the Food Safety Works COVID-19 site for food safety information, resources and best practices

CDC Coronavirus (COVID-19) Site

Discontinuation of Isolation for Persons with COVID19 Not in Healthcare Settings

Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19)

Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes

Coronavirus and COVID-19
https://www.eeoc.gov/coronavirus

Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic