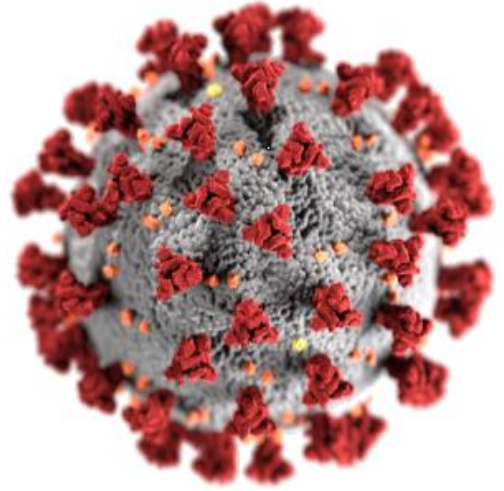# EMPLOYER recommendations when COVID-19 (coronavirus) appears in our community:



- **Actively encourage sick employees to stay home:**
    - Sick employees are recommended to stay home and not come to work until they are free of fever for at least 24 hours.
    - Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
    - Do not require a doctor's note for employees to return to work.
    - Maintain flexible policies that permit employees to stay home to care for a sick family member.
- **Separate sick employees:**
    - If employees become sick during the day or come to work sick, they should be separated from other employees and be sent home immediately.
- **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
    - Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.
    - Provide tissues and no-touch disposal receptacles for use by employees.
    - Instruct employees to clean their hands often.
    - Provide soap and water and hand sanitizer in the workplace.
- **Perform routine environmental cleaning:**
    - Routinely clean all frequently touched surfaces in the workplace.
- **Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:**
    - If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

Additional updated information is available at:  https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html

Updated March 3, 2020     For the most updated COVID-19 information:
Call: 1 (800) 456-7707 or Visit: https://health.utah.gov/coronavirus/latest-information