Workplaces

What workplaces can do to prepare for COVID-19, if the workplace has cases of COVID-19, or if the community is experiencing spread of COVID-19.

Start now:

- Encourage staff to telework (when feasible), particularly individuals with underlying medical conditions.
- Implement social distancing measures:
  - Increase physical space between workers at the worksite.
  - Stagger work schedules.
  - Decrease social contacts in the workplace (e.g., limit in-person meetings, meeting for lunch in a break room, etc.)
- Limit large work-related gatherings (e.g., staff meetings, after-work functions).
- Limit non-essential work travel (domestic and international).
- Consider regular health checks (e.g., temperature and respiratory symptom screening) of staff and visitors entering buildings (if feasible).
- Require workers who are ill to stay home.
- Provide accommodation (e.g., telework or separate office) for individuals with underlying medical conditions.

Continue these activities:

- Know where to find local information on COVID-19 and local trends of COVID-19 cases.
- Know the signs and symptoms of COVID-19 and what to do if staff become symptomatic at the worksite.
- Review, update, or develop workplace plans to include:
  - Liberal leave and telework policies.
  - Consider seven-day leave policies for people with COVID-19 symptoms.
  - Consider alternate team approaches for work schedules.
  - Encourage employees to stay home and notify workplace administrators when sick. Workplaces should provide non-punitive sick leave options to allow staff to stay home when ill.
  - Encourage personal protective measures among staff (e.g., stay home when sick, handwashing, respiratory etiquette).
- Clean and disinfect frequently touched surfaces daily.
- Ensure hand hygiene supplies are readily available in building.

Adapted from the Minnesota Department of Health Strategies to Slow the Spread of COVID-19 in Minnesota