Guidance for Employers

**Emphasize hand hygiene and respiratory etiquette.**
- Hands should be washed often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol. Soap and water should be used when hands are visibly dirty.
- Employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow if no tissue is available).
- Provide soap and water, alcohol-based hand rubs, tissues, and no-touch disposal receptacles throughout the workplace. Ensure that supplies are maintained.
- Place posters that encourage these practices at the entrance and in high-traffic areas.

**Perform routine environmental cleaning.**
- Routinely clean all frequently touched surfaces – work stations, phones, meeting rooms, doorknobs – with the usual cleaning agents for that area.
- Provide disposable wipes so that frequently touched surfaces can be wiped by employees before each use.

**Actively encourage sick employees to stay home.**
- Employees who have symptoms of acute respiratory illness are recommended to stay home until they are free of fever and any other symptoms for at least 24 hours.
- Ensure that your sick leave and remote work policies are flexible and consistent with public health guidance, and that employees are aware of these policies.
- Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

**Separate sick employees.**
- Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and sent home immediately.
- If an employee is confirmed to have COVID-19, employers should inform employees of their possible exposure but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

**Review and educate about your travel policy.**
- Review your company’s travel policy and determine if it should be updated to include temporary restrictions.
- Advise employees to check themselves for symptoms before traveling, and notify their supervisor and stay home if they are sick.
- Ensure that employees who become sick while traveling understand your policy’s next steps, and that they should promptly call a health care provider.

For more resources and updates about COVID-19, visit [pardeehospital.org/coronavirus](http://pardeehospital.org/coronavirus)