

COVID-19 Quick Start Guide for Employers

Objective: To reduce the impact of the COVID-19 outbreak conditions on businesses, workers, customers, and the public.

Instructions: Employers review and follow the recommended actions steps below. Links within the selected action steps access sample policies and other resources to help implement the recommendations within your worksite.

	Employer Actions to Support Public Health	Date Completed
Steps to Take Immediately	Ensure that your sick leave policies are up to date, flexible, and non-punitive to allow sick employees to stay home to care for themselves, children, or other family members. Consider encouraging employees to do a self-assessment each day to check if they have any COVID-19 symptoms (fever, cough, shortness of breath, etc.).	
	Suspend the requirement for a doctor’s note. Do not require a healthcare provider’s note to validate the illness or return to work of employees sick with acute respiratory illness; healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.	
	Actively encourage sick employees to stay home until they are free of fever or symptoms (without the use of medication) for at least 24 hours. If the employee is diagnosed with COVID-19 by their provider they should follow the most current quarantine guidance outlined by the Ohio Department of Health and Local Health Department.	
	Separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Restrict their access to the business until they have recovered. Click here for a sample communicable disease policy.	
	Implement social distancing policies such as telework and staggered shifts to enhance distance between employees.	
	Consider canceling non-essential business travel per CDC’s travel guidance.	
	Frequently perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.	
	Reinforce key messages — stay home when sick, use cough and sneeze etiquette, and practice hand hygiene — to all employees, place posters in areas where they are most likely to be seen. Provide protection supplies such as soap and water, hand sanitizer, tissues, and no-touch disposal receptacles for use by employees.	

For more information and resources please visit: scph.org/efhc/resources