



COVID-19: Best Workplace/Jobsite Practices

- Immediately send home employees who appear to be ill (particularly, Fever, Cough, Shortness of Breath, Body Aches) upon arrival to work or during the day.
- Emphasize coughing/sneezing etiquette and hand hygiene.
- Implement a NO CONTACT policy.
- Try and implement remote working arrangements to the extent greatest possible. **You may have no choice in coming days...
- Try and separate workers in the office and on jobsites with a 6-foot rule.
- NOTE: More employers are requiring TEMPERATURE scans at the start of each shift. **While we do not necessarily recommend, it is becoming more common - at least instructing workers to check their own temperature each day before arriving to the workplace.
- Encourage private transportation to and from work.
- Close off the break room.
- Have all employees take staggered break times and do not allow them to congregate.
- Stagger shifts more - less bodies using certain facilities at certain times (i.e. Locker Rooms).
- Provide tissues, no-touch disposal receptacles, soap and water, and alcohol-based hand rubs with at least 60% alcohol.
- Perform routine environmental cleaning of all frequently touched surfaces and provide disposable wipes so that commonly used surfaces can be wiped down before use (e.g. conference tables, reception areas, copiers).
- PPE considerations - cleaning of gloves, masks, eye protection.

Employees Exposed to COVID-19

- If an employee is confirmed to have COVID-19, the employer should inform fellow employees if the possible exposure but maintain confidentiality. Contact the local health department for guidance - but you do not have to shut down. For now... this can be managed.
- Employees who have a sick family member at home with COVID-19 should notify Human Resources.
- Exposed employees should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. KNOW THE SYMPTOMS.
- Have the employee identify anyone they worked closely with in the prior 14 days (including customers and vendors).
- Undertake a deep cleaning of affected work spaces.

- If the employee shared a building or area, notify the building management so they can take any precautions they deem necessary.
- Employees with contact to the Employee who tests positive or is presumed to have the virus must monitor themselves for the development of any of the following symptoms:
 - Fever (temperature of 100 or higher)
 - Cough
 - Aches
 - Difficulty Breathing
- If they develop any of these symptoms, they must contact a health care provider and stay home until the doctor says they can return to work and are free of fever, signs of fever, and any other symptoms for a least 24 hours, without the use of fever or other symptom reducing medication, whichever is later.

For more information and questions, please contact our Attorney, Jeff Risch at SmithAmundsen, by calling 630-569-0079 or by email at jrisch@salawus.com.