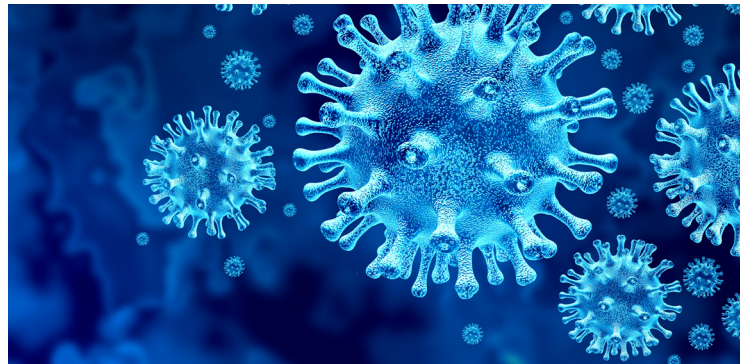


# The Coronavirus Threat: How to Keep Your Workplace Safe

## COVID-19,

a novel coronavirus, is impacting people and businesses around the world.



### TAKE STEPS TO KEEP YOUR COMPANY AND WORKERS SAFE.



#### KNOW THE SYMPTOMS

- Fever
- Cough
- Shortness of breath and breathing difficulties
- Symptoms can appear 2 to 14 days after exposure



#### YOUR POLICIES

- Review your [Business Continuity and Crisis Communication Plan](#)
- Encourage workers to stay home when sick
- Allow work from home arrangements if possible



#### STOP THE SPREAD

- Routinely clean all work environments
- Provide hand sanitizer, soap, water, tissues and touch-free disposal receptacles
- Wash hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer



#### DIAGNOSED EMPLOYEES

- Follow CDC guidelines for coronavirus risk assessment: <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
- Separate sick employees from other workers and send them home
- Notify employees of possible COVID-19 exposure at work
- Maintain the sick worker's confidentiality, as required by the ADA

### WHAT IF YOU HAVE...



#### TRAVEL PLANS

- Check the CDC risk assessment before traveling. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>



#### CORPORATE EVENTS

- Follow CDC guidelines for mass gatherings. <https://www.cdc.gov/coronavirus/2019-ncov/community/mass-gatherings-ready-for-covid-19.html>
- Cooperate with venue personnel and community partners

Source:  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>  
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

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