

# KEEP ESSENTIAL WORKERS SAFE

Keep yourself and your employees safe with some of the tips below.  
For more information visit [cchdmt.gov](http://cchdmt.gov) or [cdc.gov](http://cdc.gov).

## ACTIVELY ENCOURAGE SICK EMPLOYEES TO STAY HOME

- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
- Employers that do not currently offer sick leave to some or all of their employees may want to draft non-punitive “emergency sick leave” policies.



## ROUTINELY CLEAN & DISINFECT

- Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.



## TAKE CARE WHEN ATTENDING MEETINGS & GATHERINGS

- Carefully consider whether travel is necessary.
- Consider using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Consider canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces.



## ESTABLISH PRACTICES FOR SOCIAL DISTANCING

- Implement flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts).
- Increase physical space between employees at the worksite.
- Increase physical space between employees and customers (e.g., drive through, partitions).
- Downsize operations, deliver services remotely (e.g. phone, video, or web) or deliver products through curbside pick-up or delivery.

## SUPPORT HAND HYGIENE AND ETIQUETTE

- Provide tissues and no-touch disposal receptacles. Provide soap and water in the workplace.
- Place hand sanitizers in multiple locations to encourage hand hygiene.
- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Discourage handshaking – encourage the use of other noncontact methods of greeting.
- Direct employees to visit the coughing and sneezing etiquette and clean hands website at [cdc.gov](http://cdc.gov) for more information.

**ALLUVION**  
HEALTH

Information from [cdc.gov](http://cdc.gov)