

OPERATION HEALTHY OFFICE: MAINTAIN HEALTHY OPERATIONS



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Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact in the workplace.



Implement flexible sick leave and supportive policies and practices.



Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members and those who must stay home to watch their children if they are dismissed from childcare programs and K-12 schools.



Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their COVID-19 response plan based on local conditions.



Consider establishing policies and practices for social distancing. Social distancing should be implemented if recommended by state and local health authorities. Social distancing means avoiding large gatherings and maintaining distance (approximately 6 feet) from others when possible.

Source: Centers for Disease Control and Prevention