**OPERATION HEALTHY OFFICE: REDUCE TRANSMISSION AMONG EMPLOYEES**

- Actively encourage sick employees to stay home.
- Separate sick employees who show symptoms (i.e., fever, cough or shortness of breath) from employees and customers and send them home.
- Identify where and how workers could be exposed to COVID-19 at work.
- Educate employees about how they can reduce the spread of COVID-19.

**OPERATION HEALTHY OFFICE: MAINTAIN A HEALTHY WORK ENVIRONMENT**

- Consider improving the engineering controls using the building ventilation system. This may include increasing the percentage of outdoor air that circulates into the system.
- Perform enhanced cleaning and disinfection after people suspected/confirmed to have COVID-19 have been in the facility.
- Perform routine environmental cleaning and disinfection.
- Advise employees before traveling to take additional preparations.
- Take care when attending meetings and gatherings.
- Support respiratory etiquette and hand hygiene for employees, customers and visitors.

**OPERATION HEALTHY OFFICE: MAINTAIN HEALTHY OPERATIONS**

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact in the workplace.
- 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.
- Implement flexible sick leave and supportive policies and practices.
- 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.
- 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.

Source: Centers for Disease Control and Prevention