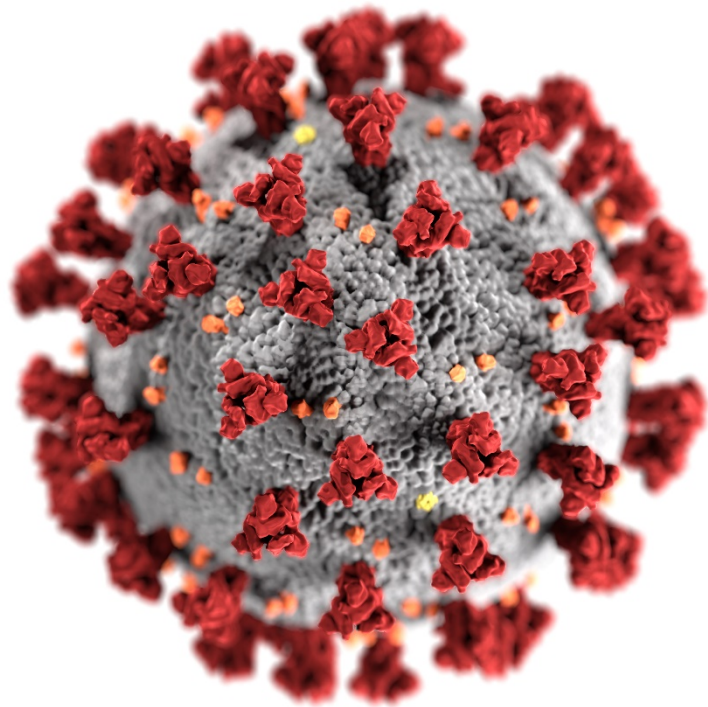# Building a Culture of Health, Safety, and Well-Being

CDC/NIOSH Tools for and Guidance on Safely Resuming Business in the Age of COVID-19

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cdc.gov/coronavirus

Overview of presentation

- Coronavirus Disease 2019 (COVID-19)
- Overview of Guidance for Businesses and Employers
  - Resuming Business Toolkit

Disclaimer

- The information covered in this webinar is not exhaustive and it is meant to convey the critical information small businesses should use when developing plans for continuing operations in the setting of COVID-19 occurring among workers or in the surrounding community

- For full guidance and information, please consult the:
  CDC Interim Guidance for Businesses and Employers Responding to COVID-19
  https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

- The information in this presentation is current as of July 7, 2020

How it spreads

- The virus is thought to spread mainly from person to person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

How it spreads (con't)

- The virus that causes COVID-19 is spreading very easily and sustainably between people.

- Information from the ongoing COVID-19 pandemic suggests that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

- The virus may be spread in other ways.
  - It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.
  - This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

COVID-19: Symptoms

Symptoms may include

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Estimated incubation period

- 2 to 14 days

Seek medical care immediately if you have emergency warning signs, such as:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

COVID-19: What to do if you are sick

- Stay home. Most people recover at home without needing medical care.
- Stay away from people as much as possible.
- Wear a cloth face covering over your nose and mouth if you must be around other people, even at home.
- Keep your distance and cover your coughs and sneezes if you must be around other people.
- Clean your hands often.
- Avoid sharing personal household items.
- Clean and disinfect frequently touched objects and surfaces.
- Monitor your symptoms for emergency warning signs, including trouble breathing.

COVID-19: Prevention

Everyday preventive actions

- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with others, including people who are sick.
- Stay home as much as possible, especially when you are sick.
- When in public, wear a cloth face covering that covers your mouth and nose.
- Cover your cough or sneeze with a tissue, then throw it away.
- Clean and disinfect frequently touched objects and surfaces.
- Wash your hands often with soap and water for at least 20 seconds.
  - Use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not readily available.

Cloth Face Coverings

- CDC recommends wearing [cloth face coverings](#) in public settings.

- Cloth face coverings can help people who may have the virus and do not know it from spreading it to others.

- Cloth face coverings should:

  - Fit snugly but comfortably against face

  - Be secured with ties or ear loops

  - Include multiple layers of fabric

  - Allow for breathing without restriction

  - Be able to be laundered and machine dried without damage or change to shape

Cloth Face Covering Do's & Don'ts:

DO:
- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using

DON'T:
- ✗ Use on children under age 2
- ✗ Use surgical masks or other personal protective equipment (PPE) intended for healthcare workers

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Guidance for Businesses and Employers

Guidance for Businesses and Employers

Businesses and employers can prevent and slow the spread of COVID-19.

- Plan to respond in a flexible way to varying levels of disease transmission in the community.

- Be prepared to refine business response plans as needed.

- Coordinate with state and local health officials.

Employers need to consider how best to decrease the spread and lower impact in their workplace.

- Prevent and Reduce Transmission Among Employees

- Maintain a Healthy Work Environment

- Maintain Healthy Business Operations

Prevent and Reduce Transmission (part 1)

- Actively encourage sick employees to stay home.

- Consider conducting daily in-person or virtual health checks (temperature screening before they enter the facility).

- Identify where and how workers might be exposed to COVID-19 at work.

  - Conduct a hazard assessment of the workplace.

  - Encourage workers to wear a **cloth face covering** at work if the hazard assessment has determined that they do not require PPE, such as a respirator or medical facemask for protection

- Separate sick employees.

- Take action if an employee is suspected or confirmed to have COVID-19.

Prevent and Reduce Transmission (part 2)

- Educate employees about steps they can take to protect themselves at work and at home.

  - Policies to reduce the spread of COVID-19

  - General hygiene

  - Symptoms, what to do if sick

  - Cleaning and disinfection

  - Cloth face coverings

  - Social distancing

  - Safe work practices

  - Stress management

Photo by ©Ron Smith/Getty Images

Maintain a Healthy Work Environment (part 1)

- Modify ventilation systems, such as:
  - Increase ventilation rates.
  - Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
- Ensure the safety of the water system of your building after a prolonged shutdown.
- Supply employees, customers, and visitors what they need to clean their hands and cover their coughs and sneezes.
- Limit travel and advise employees who must travel to take additional precautions and preparations.

Maintain a Healthy Work Environment (part 2)

- Perform routine cleaning and disinfection.

  - Follow the [Guidance for Cleaning and Disinfecting](#) to develop, implement, and maintain a plan.

  - Routinely clean all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.

  - Discourage workers from using each other's phones, desks, offices, or other work tools and equipment, when possible.

  - Provide disposable disinfecting wipes so that employees can wipe down commonly used surfaces before each use.

Photo by ©Ron Smith/Getty Images

Maintain a Healthy Work Environment (part 3)

- Limit travel and advise employees who must travel to take additional precautions and preparations.
- Plan meetings and gatherings to lower risk.
  - Use videoconferencing or teleconferencing, when possible.
  - Cancel, adjust, or postpone large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
  - When videoconferencing or teleconferencing is not possible:
    - Hold meetings in open, well-ventilated spaces.
    - Maintain at least 6 feet apart.
    - Wear cloth face coverings (if appropriate).

Maintain Healthy Business Operations (part 1)

- Identify a workplace coordinator who will be responsible for COVID-19 issues.
- Implement flexible sick leave and supportive policies and practices.
  Protect high risk employees.
  - Support and encourage telework, if available.
  - Consider offering vulnerable workers duties that minimize their contact with customers and other employees.
- Communicate supportive workplace policies.
- Assess your essential functions and the reliance that others have on your services or products.
- Plan for employee absenteeism spikes.
- Delegate authority to local managers of your business locations to take appropriate actions outlined in their COVID-19 response plans based on their local conditions.

Maintain Healthy Business Operations (part 2)

- **Establish social distancing policies and practices.**
  - Implement flexible worksites, work hours, and meetings and travel options.
  - Modify the workplace to increase physical space between employees, and between employees and customers, to 6 feet or more, where feasible.
  - Use signs, tape marks, or other visual cues to indicate where to stand.
  - Discourage handshaking or other close contact.
  - Deliver services remotely.
  - Move the electronic payment terminal farther away from cashiers, if possible.
  - Shift primary stocking activities to off-peak or after hours, when possible.

Resuming Business TOOLKIT

Coronavirus Disease 2019 (COVID-19)

U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention
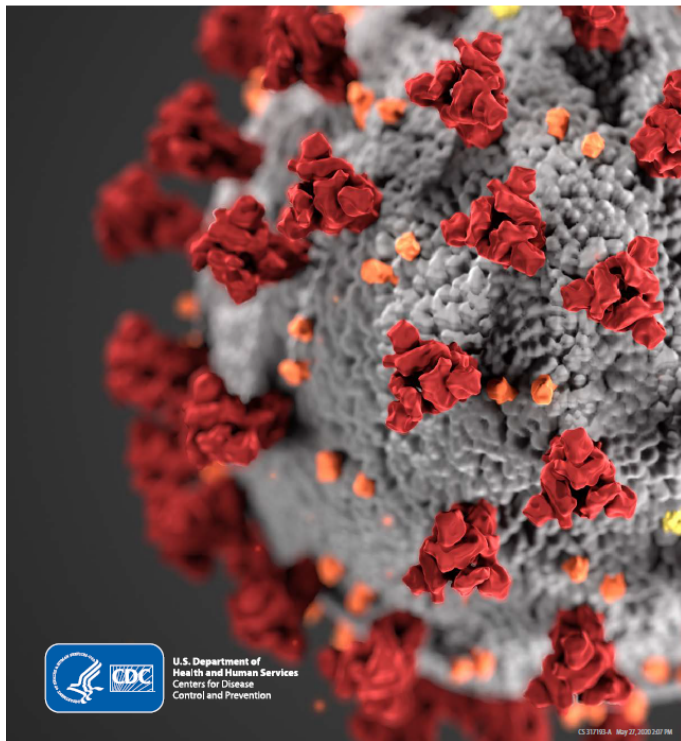
This toolkit includes the following materials:

Employer Sheet to introduce employers to the contents of the toolkit and how to use the materials in non-healthcare workplaces

Restart Readiness Checklist to help make returning to work and resuming business operations as safe and healthy as possible for employers, employees, and the public

Worker Protection Tool for employers to identify protective measures for workers when interacting with each other and the public

Returning to Work Infographic to remind employees how to protect themselves and others from COVID-19 and address their potential concerns about returning to the workplace

Resources to easily access additional information using hyperlinks, URLs, and QR codes

https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/Resuming-Business-Toolkit.pdf

Restart Readiness Checklist

For Coronavirus Disease 2019 (COVID-19)

Use this checklist (for non-healthcare employers) as a guide to resuming business operations as safely and healthy as possible for you, your employees, and the public. Some items may need to be ongoing, so regularly revisit the checklist while COVID-19 cases exist. Only complete those items that apply to your business. See the Resources section for links and QR codes to web resources.

https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/Resuming-Business-Toolkit.pdf

Conduct a hazard assessment of the workplace.

Item	Completed	Ongoing	Not Started	Not Applicable
Identify potential hazards that might expose workers to COVID-19.	☐	☐	☐	☐
Use the Worker Protection Tool to identify appropriate engineering, administrative, and personal protective equipment (PPE) options for your workplace.	☐	☐	☐	☐

Plan for what to do if an employee is sick at work.

Item	Completed	Ongoing	Not Started	Not Applicable
Immediately separate employees who appear to have symptoms [6] from others in the workplace.	☐	☐	☐	☐
Have a procedure for safe transport of a sick employee to home or a healthcare facility.	☐	☐	☐	☐

Develop an action plan for suspected/confirmed cases.

Item	Completed	Ongoing	Not Started	Not Applicable
If it has been fewer than 7 days since the sick employee has been in the facility:				
Close off areas that have been used by the sick person for long periods of time (e.g., their desk or workstation).	☐	☐	☐	☐
Wait 24 hours (or as long as possible), then clean and disinfect [12] the area.	☐	☐	☐	☐
Open outside doors and windows to increase air circulation during the waiting period.	☐	☐	☐	☐

Worker Protection Tool

Worker Protection Tool

For Coronavirus Disease 2019 (COVID-19)

Consider the exposure that your workers will have to potential sources of COVID-19 when you resume business operations. Use this tool to identify protective measures for interactions between workers and/or the public; revisit the tool on an ongoing basis while COVID-19 cases exist. Only complete items that apply to your business. See appendix for web resources.

Worker Protections

Engineering

Facilities and Equipment	Completed	N/A
Assess job hazards for potential benefit of engineering protections.	☐	☐
Ensure ventilation and water systems operate properly.	☐	☐
Alter the workspace to maintain social distancing [23]. Examples include:	☐	☐
Arrange partitions as a barrier shield.	☐	☐
Move electronic payment reader away from cashier.	☐	☐
Use verbal announcements, signs, and visual cues to promote social distancing.	☐	☐
Remove/rearrange furniture.	☐	☐
Provide remote shopping alternatives (e.g., delivery, pick-up).	☐	☐

Administrative—three catagories

Management and Communications	Completed	N/A
Monitor state and local public health communications about COVID-19.	☐	☐
Encourage sick workers to report symptoms, stay home, and follow CDC guidance.	☐	☐
Consider conducting daily in-person or virtual health checks [15] (e.g., symptom and/or temperature screening) before employees enter the facility:	☐	☐
Develop strategies to communicate with workers and manage concerns.	☐	☐
Remind workers of available support services.	☐	☐
Communicate to partners, suppliers, and contractors on policies and practices.	☐	☐
Encourage social distancing and use of cloth face coverings (if appropriate) [14] for both employees and customers.	☐	☐
Use technology to promote social distancing (e.g., telework, virtual meetings).	☐	☐
Cancel group events.	☐	☐

Resources referred to throughout the Toolkit

1. Coronavirus (COVID-19)
go.usa.gov/xvHEE

2. Workplaces During the COVID-19 Pandemic
go.usa.gov/xvucp

3. Restaurants and Bars During the COVID-19 Pandemic
go.usa.gov/xvuc7

4. Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)
go.usa.gov/xvHma

5. Directory of local health departments
bit.ly/LHDDirectory

6. Symptoms of Coronavirus
go.usa.gov/xvHmR

7. What to Do If You Are Sick
go.usa.gov/xvHsF

8. Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings
go.usa.gov/xvHem

9. Caring for Someone Sick at Home
go.usa.gov/xvHew

10. When and How to Wash Your Hands
go.usa.gov/xvz7T

https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/Resuming-Business-Toolkit.pdf

CDC Resources for Businesses

Where to get more information

- [CDC Interim Guidance for Businesses and Employers for COVID-19](#)

- [CDC Resuming Business Toolkit](#)

- [CDC General Business FAQs](#)

- [CDC Prepare your Small Business and Employees for COVID-19](#)

- [CDC Cleaning and Disinfecting Your Facility](#)

- [CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

- [NIOSH Workplace Safety and Health Topic: COVID-19](#)

- [OSHA Guidance on Returning to Work](#)

- [CDC/OSHA Guidance for Manufacturing Workers and Employees](#)
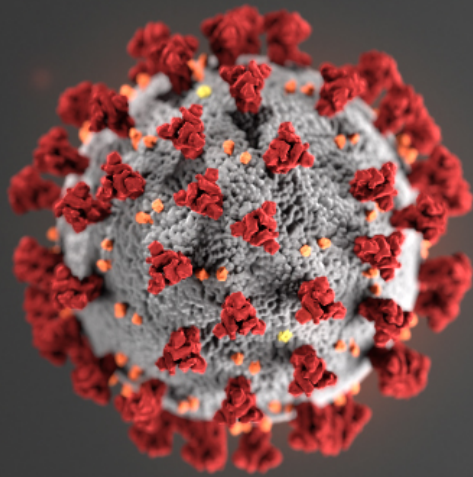
For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348   www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.