

# COVID-19 Business Safety Assessment Recommendations

|   |  | Recommendations |
|---|--|-----------------|
| <b>Reduce Transmission Among Employees</b>  |  |                 |
| <b>1. Entry Screening</b> <ul style="list-style-type: none"> <li>• Symptom Screening</li> <li>• Temperature Check</li> <li>• Symptomatic Sent Home</li> <li>• Close contact with known COVID positive person</li> <li>• HR prepared with response to questions about length of time off work. (CDC recommendations change)</li> </ul> |  |                 |
| <b>2. Employee Education</b> <ul style="list-style-type: none"> <li>• Signs and symptoms</li> <li>• High Risk Groups</li> <li>• Proper Hygiene</li> <li>• Stay Home When Sick</li> <li>• Cleaning Best Practices</li> <li>• Social distancing and gatherings</li> <li>• Mask use/laundrying</li> <li>• FAQ</li> </ul>                 |  |                 |
| <b>3. OSHA Risk Exposure</b> <ul style="list-style-type: none"> <li>• Complete an OSHA Risk assessment for each job code (title, role, etc.)</li> <li>• Utilize OSHA recommendations on mitigation strategies for each risk level</li> </ul>  |  |                 |

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| <b>Maintain Healthy Business Operations</b>  |  |                 |
| <b>1. Sick Leave Policy</b> <ul style="list-style-type: none"> <li>• Consistent with CDC guidelines</li> <li>• Not require physician note</li> <li>• Encourages employees to stay home when sick/send them home when sick at work</li> </ul>                   |  |                 |
| <b>2. Employee Health</b> <ul style="list-style-type: none"> <li>• Employee health department</li> <li>• Medical control</li> <li>• Policies and procedures to guide employees what happens when tested positive</li> <li>• Return to work policies</li> </ul> |  |                 |
| <b>3. COVID Intel</b> <ul style="list-style-type: none"> <li>• Assign a person to monitor changes in guidance</li> <li>• Team that can respond to guidance changes and make adjustments to business practices</li> </ul>                                       |  |                 |
| <b>4. Visitor Policy</b> <ul style="list-style-type: none"> <li>• Visitor masking</li> <li>• Sales reps</li> <li>• Delivery drivers</li> </ul>   |  |                 |

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| <b>Maintain Healthy Business Operations</b>  |  |                 |
| <b>5. Assess Essential Functions</b> <ul style="list-style-type: none"> <li>Operating plans should be flexible based upon changes in supply and staffing</li> <li>Coordinate/share response plans with business partners and community</li> </ul>  |  |                 |
| <b>6. Flexible Staffing Policy</b> <ul style="list-style-type: none"> <li>Staffing plans should account for dramatic shift in absenteeism</li> <li>Cross-train employees to cover other areas during staffing shortages</li> </ul>   |  |                 |
| <b>7. Social Distancing Practices and Policies</b> <ul style="list-style-type: none"> <li>Flexible Worksites (work from home)</li> <li>Staggered shifts to decrease staff in facilities</li> <li>Monitor business travel essential and non-essential</li> <li>Altering service delivery</li> </ul> |  |                 |

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| <b>Maintain A Healthy Work Environment</b> |  |                 |
| <b>1. Engineering Controls</b>             | <ul style="list-style-type: none"> <li>• Increase ventilation rates</li> <li>• Increase percentage of outdoor air in circulation</li> <li>• Air filters</li> </ul>   |                 |
| <b>2. Restrooms</b>                        | <ul style="list-style-type: none"> <li>• No touch flush</li> <li>• No touch sinks and hand dryers</li> <li>• Automatic bathroom door</li> </ul>  |                 |
| <b>3. Doors</b>                            | <ul style="list-style-type: none"> <li>• Automatic door controls</li> <li>• Doors left open as to not require touching</li> <li>• Must still meet all fire codes</li> </ul>  |                 |
| <b>4. Workspace dividers</b>               | <ul style="list-style-type: none"> <li>• Plastic dividers in areas that employees are required to work in close contact (within 6 feet)</li> <li>• Re-usable face shield when divider not practical</li> </ul>   |                 |
| <b>5. Breakroom</b>                        | <ul style="list-style-type: none"> <li>• Stagger lunch breaks to allow for social distancing</li> <li>• Use of dividers in lunch area with wipes for use before and after</li> <li>• Encourage use of outdoor space</li> <li>• Handwashing located conveniently to lunch area</li> </ul> |                 |

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| <b>Maintain A Healthy Work Environment</b> |  |                 |
| <b>6. Smoking areas</b>                    | <ul style="list-style-type: none"> <li>• Monitor smoking areas outside for congregation</li> <li>• Social distancing signage posted</li> </ul>   |                 |
| <b>7. Support proper hygiene/etiquette</b> | <ul style="list-style-type: none"> <li>• Provide tissues</li> <li>• More waste receptacles</li> <li>• No touch dispensers</li> <li>• Hand sanitizer</li> <li>• Disinfectant wipes</li> <li>• Signage throughout facility</li> </ul>                    |                 |
| <b>8. Increased cleaning routines</b>      | <ul style="list-style-type: none"> <li>• High touch areas cleaned more frequently</li> <li>• Cleaning wipes in employee stations to use before and after using an area</li> <li>• Limit the sharing of work spaces, phones, keyboards, etc.</li> </ul> |                 |
| <b>9. Universal Masking</b>                | <ul style="list-style-type: none"> <li>• Decrease the spread of resp. droplets by having employees mask during shift</li> </ul>  |                 |

**REFERENCES:**

- **CDC Guidance:** <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- **OSHA guidance:** <https://www.osha.gov/Publications/OSHA3990.pdf>
- **WI DHS:** <https://wedc.org/wp-content/uploads/2020/05/COVID-19-General-Guidelines.pdf>

