# Employee COVID-19 Safety Guide

## *Courtesy of MyOutDesk*

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## Coronavirus & Workplace:Three Necessary Actions That Employers Should Be Taking to Communicate Risk

*Employers play arguably the most important role in alleviating panic.* We’ve all seen the growing number of headlines in the news about COVID-19 and the ensuing state of hysteria.

If you’re scrambling to decide how to best ensure employees, this is the guide for you. We at MyOutDesk are offering you a free and easy communications guide to best discuss health risks and safety with your employees.

Here’s what you need to communicate for reassuring your team and tackling the panic.

## 1) Striking a Balance on Communication

In the workplace, employers take up the role of protecting their employees, enacting response plans, and overall fostering a state of preparedness. Employees trust their place of employment for reliable information and guidance. Through all the panicked news headlines, you will present a voice of reason.

We’ve sifted through the facts for you. Here at MyOutDesk, we’ve distributed various guidance communications for our employees, including an **FAQ Notice** that your business can use as well.

See Attachment #1 for Template: **Coronavirus FAQ Notice for the Workplace (pg 3)**

## 2) All-Hands Meetings

Host a special team meeting to discuss the health crisis. We’ve included a template for you to form an agenda.

Discussion Topics:

· Communicate the supportive and positive environment at the workplace.  
· How the company is taking active approaches to promote health and safety  
· Overview on how to find reliable information and avoid sensationalized sources.  
· Special training on remote work as a preparation tool.

We took the meeting virtually ***via video conference*** to make it accessible to all physical and remote employees, as well as for cautious employees.

See Attachment #2 for Template: **Speaking Points for Special All Hands Meeting (pg 5)**

### **3) Rely on Information from Official Health Authorities**

Discuss with your employees on finding reliable information from local and national health authorities. As tempting as the checking the news may be, media often times are sensationalizing the health crisis, fostering panic instead of promoting preparedness.

The CDC and your local health authorities will give the most accurate information about the immediate impacts and risks of the health crisis for your community.

Link to Centers for Disease Control and Prevent (CDC):<https://www.cdc.gov/coronavirus/2019-ncov/summary.html>

Helpful CDC Fact Sheets to Print, Email, and Distribute:

·  [What you need to know about coronavirus disease 2019 (COVID-19)](https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf)  
·  [Risk Assessment and Public Health Management Decision Making](https://www.cdc.gov/coronavirus/2019-ncov/downloads/public-health-management-decision-making.pdf)  
·  [Catalog of Communication Print Resources](https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html)

### **Further Relevant Resources for Employers**

1.  [Fast Guide: Setting Up for Remote Work Amid a Health Crisis](https://www.myoutdesk.com/blog/remote-work-during-a-health-crisis-a-fast-guide-for-business-owners/)  
2.  [Communications Templates: Coronavirus Guidances](https://www.myoutdesk.com/blog/time-sensitive-your-coronavirus-employee-guide/)

The following resources are centered around virtual assistant services, yet they are helpful resources for any business that are promptly transitioning to remote work and want to train any virtual employee.

3.  [Building a Remote Culture](https://www.myoutdesk.com/blog/the-dummy-proof-guide-to-building-a-remote-culture-20-steps-for-2020/)  
4.  [SOP Framework](https://www.myoutdesk.com/blog/sopframework/)  
5.  [Play, Pause, Do](https://www.myoutdesk.com/blog/play-pause-do/)

### **Staying Safe While Keeping Business Afloat**

The Centers for Disease Control and Prevention (CDC) website recommends businesses to actively encourage employees to stay home and/or to practice good hand hygiene and coughing/sneezing etiquette in the workplace.

Luckily, our Virtual Professionals are most optimally positioned to work remotely from their homes. We encourage your business to take advantage of and utilize the telework tools and systems that are in place with your Virtual Professional(s) should you need to expand remote work for your employees.

We pray that your team, families, and communities remain safe and healthy during this time of heightened concern. [**If you want to learn more about remote & virtual solutions, schedule a Free Consultation Now**](https://myoutdesk.com/signup)**.**

# Template - Employee Notice: Coronavirus (COVID-19)

As you know, news of the Coronavirus is at the top of everyone’s mind. Though we, like most local businesses are still operating under a low risk status, [COMPANY NAME] takes this situation very seriously and is keeping informed of daily updates from the CDC/local health & government authorities.

Below please read some additional information and guidance regarding the Coronavirus and recommended responses/actions from the MOD team and MOD management.

## The Facts:

**What is the Coronavirus?** Seven strains are known to infect humans, including this new virus, causing illnesses in the respiratory tract. Four of those strains cause common colds. Two others, by contrast, rank among the deadliest of human infections: severe acute respiratory syndrome, or SARS, and Middle East respiratory syndrome, or MERS. Please refer to the CDC website for additional info:<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

To protect ourselves right now from respiratory illness in general, we are reminded to:  
 · Wash hands often with soap and water for at least 30 seconds  
 · Cover our coughs or sneezes  
 · Stay home if we are sick  
 · Continue to disinfect frequently touched surfaces

**What are the symptoms of the Coronavirus illness and how do you know if you have it?** The virus infects the lower respiratory tract. Patients initially develop a fever, cough and aches, and can progress to shortness of breath and complications from pneumonia, according to case reports. They might develop nausea, with vomiting and diarrhea. Some become only mildly ill, or are infected but don’t get sick. Others are mildly ill for a few days, then rapidly develop more severe symptoms of pneumonia.

**What will the company do if one of our employees comes to work sick?** Employees who have symptoms of acute respiratory illness are recommended to stay homeand not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oralthermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use offever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employeesshould notify their supervisor and stay home if they are sick. Together with their supervisor, they will discuss the best path forward in light of their condition to best determine if using sick leave, to be completely free from duty, or to work-from-home.

If an employee comes to work displaying any of the above symptoms, management will ask them if they have been free of fever for at least 24 hours without the use of medicine. If not they should be sent home.

If an employee is not displaying the above symptoms, but still feels unwell and/or unsure about coming to work possibly sick, in order to alleviate any concerns any other employees have about contracting COVID-19 the employee should use the attached chart to make sure the risk is low.

**What should you do if you or one of your co-workers travels to one of the high-risk areas?** In line with existing governmental recommendations in the US, we strongly recommend youavoid personal travel to China, South Korea, Iran, Italy and Japan.

If you or any of your co-workers have recently traveled or been in close contact with anyone who has recently traveled to any of these countries, please inform respective supervisors before you/they return to work. We will follow CDC guidance on best practices for persons in this situation.

The countries are: China, South Korea, Iran, Italy, Japan, Hong Kong, Macau, Malaysia, Singapore, Taiwan, Thailand, Cambodia, Laos, Myanmar, Vietnam.

The CDC is defining close contact as being within 6-feet of a person for a prolonged period who has traveled through a high-risk area within the last 14 days. For example, a partner, roommate, close co-worker or someone you have close physical contact with.

Attached to this memo is the CDC FAQ sheet, as well as a risk chart to assist you with additional facts. Additionally here are two critical links discussing disinfection and handwashing.

● Interim Environmental Cleaning and Disinfection Recommendations for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019 (COVID-19) <https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>

● Handwashing Saves Lives; When and How to Wash Your Hands  
<https://www.cdc.gov/handwashing/when-how-handwashing.html>

If you have any questions, please let us know. Thank you, team, and let’s take good care of each other!

# Template: Speaking Points for an All-Hands Meeting

**Connected**, **supportive**, and we will be a **positive** force for all in **[company name]**!

We are all in this together. For the world to deal with the largest issues, like climate change, pandemics, and economic development, we are going to have to be supportive. I’m asking each of you to support each other, our clients, and our community.

* Economic implications to the business
* Civic duty for our community
* Health & Safety
* Continue to deliver great service to our clients

Avoid:

* The news. Instead, refer to the CDC, World Health Organization, and local health authorities.
* Large area of gatherings
* Close interaction with those in a risk category for their safety

Suggestions & Strategies:

* Use Star Trek Vulcan “hi” as a greeting
* Wash hands (20-30 seconds)
* Stay 6 ft. away from any persons
* No need to provide doctor’s notes during this phase
* Don’t come in if you have a fever 100.4 and above.
* Preparing to clean the office through a vendor
* Disinfect your space now in advance
* Remote work drill for all team members on Tuesday

Main Symptoms (if you have 2 of the 3):

* Shortness of breath
* Fever of 100.4 or more
* Cough

Updates

* We will have a survey after our Virtual Day
* We will check in with you to see what equipment you may need for your remote work desk
* Be aware of working environment at home. You may need modification to stay productive
* Child care, consider options