In This Together

Practicing Workplace Safety

## During this unprecedented time, know that we are taking steps to keep you and your coworkers safe from COVID-19 (commonly known as coronavirus). Please read through the following guidelines carefully to stay up to date on the latest information.

# In your workspace

Rest assured that we have taken increased measures to keep our shared workspaces clean and disinfected, including [LIST OF SPECIFIC MEASURES].

We also ask that you continue to practice good hygiene, including washing your hands with soap and water regularly for at least 20 seconds (or about the time it takes to sing “Happy Birthday” twice). If soap and water is unavailable, use hand sanitizer with at least 60% alcohol. Keep hands away from your eyes, nose and mouth, and stay at least six feet away from others, if possible.

# If you become sick

First, **stay home**.Second, contact your manager to go over next steps. If you display symptoms of COVID-19 (fever, dry cough, difficulty breathing), stay home and call your doctor or [TELEMEDICINE CARRIER] to see whether you should be tested. To avoid getting others sick, do **not** visit the doctor’s office or health care clinic.

# If you are diagnosed with COVID-19

Depending on how sick you are, you will be required to either stay home or go to the hospital. In either case, **you will not be allowed to come in to work**. We will ask you to identify all individuals with whom you worked in close proximity (three to six feet) in the 14 days prior to being diagnosed. We ask this of you so that we can alert them and help prevent the spread of infection. We will never share your name or personal information with others in the organization.

# If one of our employees is diagnosed with COVID-19

If you came into contact or worked closely with an employee who was later diagnosed with coronavirus, we will inform you as soon as possible, and will ask that you stay at home for 14 days. If during this period of self-isolation you develop symptoms of COVID-19, please contact your doctor immediately to discuss next steps. We will not divulge the name or personal information of the sick employee.



## Client logo

## **We understand that this is a difficult time for many.**

## **For the latest information on workplace safety regulations**

## **related to COVID-19, visit** [cdc.gov](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html) **or the Occupational Safety**

## **and Health Administration (OSHA) at** [osha.gov](https://www.osha.gov/SLTC/covid-19/controlprevention.html#health)**.**