



Coronavirus Disease COVID-19

Coronaviruses are a large family of viruses commonly found in humans and many different species of animals. The way the virus that causes COVID-19 to spread is still unknown. Current knowledge is based on how similar coronaviruses cause illness and disease. The Center for Disease Control (CDC), the Ohio Department of Health, and OSHA have released current information on the status of COVID-19 and strategies for employers to use.

RECOMMENDED STRATEGIES FOR EMPLOYERS TO USE

- Actively encourage sick employees to stay home, especially if they have acute respiratory illness or a fever. Separate sick employees by sending those who appear to have acute respiratory illness symptoms upon arrival to work or throughout the day to be sent home immediately.
- Encourage proper coughing and sneezing etiquette by covering the mouth and nose with a tissue, or coughing or sneezing into the elbow on a shirt sleeve.
- Encourage proper hand hygiene, especially after coughing or sneezing.
- Provide soap and water and alcohol based hand rubs with at least 60-95% alcohol.
- Advise employees to refrain from physical contact with others by keeping a distance from others (approximately 6') and refrain from shaking hands.
- Perform routine environmental cleaning on all frequently touched surfaces in the workplace such as countertops and doorknobs, and refrain from sharing phones or keyboards.
- Review your PTO and sick leave policies with your HR advisor.
- Maximize opportunities to work remotely.
- Create an infectious disease outbreak response plan, travel guidelines and review business continuity plan.
- Advise employees to check CDC's Traveler's Health Notices and check themselves for symptoms before traveling.

CDC Website for Business and
Employers Resources
[\(click here\)](#)

PROPER HAND HYGIENE

- The CDC has put out guidance on proper hand hygiene through handwashing techniques that include:
 - Wet the hands with clean running water (warm or cold), turn off the tap, and apply soap.
 - Lather the hands by rubbing them together with the soap. Lathering should be done on the back of the hands, between the fingers, and underneath the fingernails.
 - Scrub the hands for 20 seconds. Humming the "Happy Birthday" song twice from start to finish takes about 20 seconds.
 - Rinse the hands well under clean running water.
 - Dry the hands using a clean towel or air dry them.

The CDC also has guidance on use of hand sanitizers if soap and water are not available.

- Use a hand sanitizer with at least 60% alcohol.
- Apply the product to the palm of one hand.
- Rub the product all over the surfaces of your hands until your hands are dry.