

PROTECTING YOUR EMPLOYEES AND BUSINESS

Coronavirus Disease 2019
(COVID-19)

WHAT IS COVID-19?

COVID-19 is a respiratory disease caused by a new coronavirus that started spreading in the Hubei Province of China in late 2019. The Metro Public Health Department is working closely with the Centers for Disease Control and Prevention and Tennessee Department of Health to inform the public of the best ways to fight and prevent the illness.

WHAT ARE THESE GUIDELINES FOR?

These guidelines are designed to help reduce the risk of workplace exposure to the virus that causes COVID-19. The guidelines also provide recommendations for planning ahead, in case the illness spreads more widely through a workplace or community.

**Additional information
on COVID-19 can be
found at
[Coronavirus.Nashville.gov](https://www.coronavirus.nashville.gov).**

RECOMMENDED WORKPLACE GUIDELINES

Encourage sick employees to stay home

- Workers should stay home until they are symptom-free for 24 hours.
- Make sure workers are aware of sick leave policies.
- If employing contract-employees, talk to contracting service about importance of staying home during illness.

Separate sick employees from others

- The CDC recommends sending sick employees home immediately or separating them from other workers.

Emphasize respiratory etiquette and hand hygiene

- Place posters encouraging good preventative measures including hand-washing and covering coughs and sneezes (available from MPHD).
- Provide tissues for use by employees.
- Provide soap and hand sanitizer for employee use, preferably in multiple locations.

Perform routine environmental cleaning

- Keep frequently-touched objects and surfaces like keyboards, work stations, phones and doorknobs clean.
- Provide disposable wipes to encourage employees to clean and disinfect personal work station objects and surfaces.

PLANNING FOR POSSIBLE DISRUPTIONS TO WORK DUE TO COVID-19 CORONAVIRUS

Develop a response plan

- Identify possible exposure and health risks to employees.
- Explore possibilities of alternative workplace policies (i.e. work from home, telecommuting).
- Identify essential business functions within business supply chain, and plan for operations through disruptions in supply or change in supplier.
- Establish communication process to inform employees and business partners of response plan's execution.
- Hold focused discussion or exercise of plan's execution.

Planning considerations

- Involve employees in plan's development.
- Prepare for additional absences due to illnesses from employees and their families.
- Cross-training of employees is encouraged to ensure operations can continue even if key personnel is absent.



Metro Public Health Dept
Nashville / Davidson County
Protecting, Improving, and Sustaining Health