

EMPLOYER'S PREPARATION CHECKLIST FOR CORONAVIRUS 2020



- Conduct routine environmental cleaning**
 - Use cleaning agents to sanitize all frequently touched surfaces in the workplace
 - Provide disposable wipes, adequate amount of soap and hand sanitizer

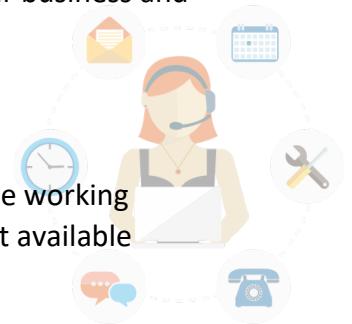
- Consider requiring employees to self-quarantine** for 14 days upon return to the United States from traveling to or from heavily impacted regions
China | Iran | South Korean | Italy | Japan | Hong Kong



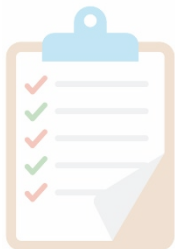
- Make accommodations** in order to minimize disruption to your business and employee's pay in the event employees are quarantined.



- Review and make updates to current policies as needed
- Consider telecommuting options for employees
- Provide employees a checklist of equipment needed for remote working
- Plan for how your business will operate if telecommuting is not available



- Establish a clear communication strategy**



- Designate a member of management to check the CDC and local government and community websites daily for updates
- Review Leave policies and reiterate options available for employees if they or a family member become ill
- Determine how and when will employees, business partners and customers be updated
- Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly
- Prepare a FAQ that describes your expectations of employees, preparedness as a business, and any policy changes that are relevant

- Evaluate the impact to your essential business functions**

- Identify essential and/or required business functions, jobs or roles, and critical elements within your supply chains
- Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted



- Make sure policies & procedures do not violate EEO**

- Focus on Risk and Geography, not background or ethnicity
- [Click here](#) for EEO discrimination types



For more detailed information from the CDC on recommended employer responses, [click here](#).