

EMPLOYER'S PREPARATION GUIDE FOR CORONAVIRUS 2020

Be thinking of possible remote work arrangements

Encourage and support remote work arrangements however possible. This will allow for continued productivity amidst an outbreak. Make sure all of the resources are ready and good to go. **Be flexible!**

Encourage the use of PTO and Paid Sick Leave

Employees need to stay home if they are ill. If an employee comes to work sick, they should be sent home if they have any flu-like symptoms (fever, cough, shortness of breath).

If an employee tests positive, employers need to keep their workforce updated and report to public health authorities. Recommended quarantine time is 14 days from the last date of exposure.

Remind employees of all their options for paid leave (PTO, Paid Sick Leave, etc). Eligible employees may also use FMLA or other Leave Without Pay (LWOP) if needed.

Limit Travel

Employers with staff in China, or who have employees who regularly travel internationally for business, should be keeping up to date on the Department of State Travel Advisory Guidelines. [Click Here for more information.](#)

Have up-to-date Employee contact info at the ready

This will play a crucial role in informing employees with updates or office closure. Supervisors should have lists of direct report contact information readily available.

Make sure workplaces are stocked with adequate supplies

- ✓ Tissue
- ✓ Soap
- ✓ Hand Sanitizer
- ✓ Laptop (remote workers)
- ✓ Wi-Fi Network (remote workers)
- ✓ VPN Access (remote workers)

Be aware of hackers

Hackers will use this time to infiltrate businesses through malware emails claiming to provide information. Remind employees to take extra precaution when opening emails and attachments about COVID-19, coronavirus, or the CDC.

Best practices from the CDC

Create a outbreak response plan & be ready to implement strategies to protect your workforce from COVID-19 while ensuring continuity of operations.

Talk with your supply chain companies & vendors about the need for sick employees staying home, share your best practices.

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