

# STAY HEALTHY AT WORK

Guidance for Employers and Employees considered "Essential Businesses"

## EMPLOYERS



**DO**

Ensure staff have easy access to hand washing facilities



**DO**

Use virtual tools and allow staff to work remotely if possible



**DON'T**

Penalize employees for calling in sick or require a doctor's note



**DO**

Promote physical distancing by spacing out chairs, work stations, etc.



**DO**

Provide hand sanitizer and cleaning supplies for staff



**DON'T**

Remain open if you are not an essential business



**DO**

Ensure all staff and leadership know and follow these guidelines

## EMPLOYEES



**DO**

Wash your hands with soap and warm water frequently



**DON'T**

Gather or sit in groups during breaks and meetings



**DO**

Stay home when sick with cough, shortness of breath, or a fever of 100.4F or higher



**DO**

Stay 6 feet away from others when working, eating, etc.



**DON'T**

Touch your face (eyes, mouth, nose, and ears)



**DO**

Cover your coughs and sneezes using a tissue or your elbow



**DO**

Stay home except for essential needs when not at work