

April 20, 2020

In an effort to keep you updated during the COVID-19 pandemic, we will be sending you daily updates on the latest developments. Please do not hesitate to reach out to your Sheakley HR team member should you have additional questions or concerns!

## What happens if an employee within my organization tests positive for COVID-19?

Many employers are asking the above question, especially if they are deemed essential and are remaining open. The CDC and WHO have issued some guidance on how this should be handled. One of the most important things to keep in mind during this time is to reiterate to employees that if they are sick, they should be staying home. If an employee has tested positive for COVID-19 you should:

1. Keep the employee home from work, this would qualify the employee for the Paid Sick Leave.
2. Notify employees that have come in contact with this individual that they may have been exposed. Allow them to stay home for at least 72 hours. Employees should not return to work until they have been symptom free without medication. Do NOT release the identity of the infected employee.
  - You will also want to consider any clients/vendors the employee has come in contact with.
3. Close off area used by the ill person and wait at least 24 hours before beginning the cleaning and disinfecting process.
  - Consider all areas of the facility the ill employee may have been.
4. Open doors and windows to increase air circulation
5. Make sure cleaning staff have proper Personal Protective Equipment (gloves, masks, gowns)
  - If surface area is dirty, it should be cleaned before disinfecting
  - Material Safety Data sheets should be updated with all products being used

For additional guidance you can visit the CDC website: <https://www.cdc.gov/coronavirus/2019-nCoV/community/organizations/businesses-employers.html>

## How can I keep my employees safe?

While you cannot control what employees do outside of business hours, employers can take steps to help slow the spread of COVID-19 and keep their employees safe.

1. Encourage and promote social distancing.
  - You may have to change some of your standard operating procedures during this time.
2. Provide employees with masks, hand sanitizers, gloves and other PPE (Personal Protective Equipment)
3. Promote proper etiquette for hand washing, coughing and sneezing
4. Encourage sick employees to stay home and develop other flexible policies for scheduling and telework when possible
5. Perform routine environmental cleaning and disinfecting
6. Have conversations with employees regarding their concerns

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## Sheakley HR COVID-19 Resource Page:

In addition to our daily email updates, we are also working diligently to keep our Sheakley HR COVID-19 Resource Page up-to-date. You can visit this page at <https://ww2.sheakley.com/coronavirus-update/>.