

GUIDANCE FOR EMPLOYERS, Re: COVID-19

Denver has currently seen an increase in reported cases of COVID-19. Businesses and employers can prevent and slow the spread of COVID-19 by implementing the following guidance, even in the absence of a COVID-19 case in the workplace. If an employee is confirmed to have COVID-19 infection, employers should continue the actions below and inform fellow employees of their possible exposure in the workplace, but maintain confidentiality as required by law. The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath), notify their supervisor if they develop symptoms and stay home from work while sick.

MAINTAIN A HEALTHY WORK ENVIRONMENT

Complete daily health screening with employees for fever (100.4°F or above), cough and shortness of breath

- If an employee reports any of these symptoms:
 - Send the employee home immediately
 - Increase cleaning in your facility and promote physical distancing (6-feet apart from one another)
 - Exclude employee until they are fever-free for 24 hours and 10 days have passed since their first symptom
 - If multiple employees have these symptoms, contact your local health department

Support [respiratory etiquette](#) and hand hygiene for employees, customers, and worksite visitors:

- Provide tissues and no-touch disposal receptacles
- Provide soap, water and single-use towels in the workplace. If soap and water are not readily available for employees and customers, provide alcohol-based hand sanitizer that is at least 60% alcohol. *If hands are visibly dirty, soap and water should be chosen over hand sanitizer*
- Place hand sanitizers in multiple locations to encourage hand hygiene.
- Place posters that encourage [hand hygiene](#) to help [stop the spread](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.

Perform routine environmental cleaning:

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- Discourage employees from using other employees' phones, desks, equipment, etc. If unavoidable, clean and disinfect them before and after use.
- Provide disposable wipes so that commonly used surfaces (i.e., doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet [EPA's criteria for use against SARS-Cov-2](#), the cause of COVID-19, and are appropriate for the surface.
 - Employees should be given the opportunity to disinfect keys, phones, and hands when they arrive.

Practice physical distancing:

- Avoid large gatherings and maintain distance (approximately 6 feet or 2 meters) from others when possible (e.g., breakrooms and cafeterias). Rearrange work spaces and cubicles to maintain 6 feet where feasible.
- Decrease in-house workforce by 50% and have remaining employees work from home, if possible.

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CLEANING AND DISINFECTING YOUR FACILITY IF SOMEONE IS SICK

- If a sick employee is suspected or confirmed to have COVID-19, follow the [CDC cleaning and disinfection recommendations](#).
- Close off areas used by the sick person. Open outside doors and windows to increase air circulation in the area. Wait 24 hours (or as long as possible) before you clean or disinfect.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tables, touch screens, keyboards, remote controls, and ATM machines.
- When cleaning, wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash, and wash your hands often with soap and water for 20 seconds and dry hands with a single-use towel.

ADDITIONAL RESOURCES

Interim Guidance for Businesses and Employers:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Disinfecting Your Facility if Someone is Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>

Guidance on Preparing Workplaces for COVID-19:

<https://www.osha.gov/Publications/OSHA3990.pdf>