

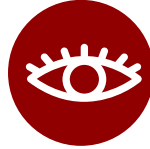
CORONAVIRUS

COVID-19 & YOUR WORKFORCE

WHAT ARE THE BASIC PRECAUTIONS YOU CAN TAKE?



wash hands often,
use soap and scrub
for 20 seconds



avoid touching
your face - eyes,
nose and mouth



cover mouth with
sleeve or tissue to
sneeze or cough



contact health provider
for fever, cough,
difficulty breathing

HOW CAN YOU HELP PROTECT YOUR WORKFORCE?

- If possible, devise ways for employees to work remotely and limit employee travel.
- Encourage employees to stay home if they are feeling ill. While difficult, sending sick employees home is a possibility. Contact a medical professional for fever, cough or difficulty breathing. Call ahead so that provider may take extra safety precautions.
- Provide plenty of hand washing stations and breaks for employees to wash up.
- Increase your cleaning and disinfecting efforts around your facility. The Centers for Disease Control (CDC) has published Environmental Cleaning and Disinfection Regulations which is linked to in the "Additional Resources" section of this guide.
- Limit employee interaction. People may be contagious even when not showing symptoms. Staggering the start/end of shifts and limiting large group gatherings is a short-term way to help your workforce.

WHAT STEPS CAN YOU TAKE RIGHT NOW?

- Below you will find links to helpful resources to minimize the spread of COVID-10. Review the links below and determine how to implement them in your business.
- Devise an essential staffing plan. This plan should include information about essential jobs that you need to have performed in order to operate your facility as well as information about how you will ensure those jobs are filled.
 - As you develop your plan, cross-train employees so that they can perform different jobs, if possible.
- Educate your employees about the virus and the basic protections they can take to ensure safety. Let them know about the resources you have available to support them.

WHAT STEPS CAN YOU TAKE RIGHT NOW? (CONT.)

- Review your company's benefits package and look for ways to provide additional benefits to your employees during this time. Some examples of additional benefits include waiving co-pays for coronaviruses for insurers that have not already implemented that benefit, paying employees a percentage of their regular wage if they're home for due to a positive test, and increasing short-term disability benefits for ill employees.
- Make sure that your employees have adequate access to handwashing facilities. Limit employee exposure to Covid-19 by ensuring that there is not overcrowding in your workplace. This can be done by staggering shifts, allowing some employees to work remotely, or by changing your physical layout.

ADDITIONAL RESOURCES

The University of Missouri provides evidence-based information and resources to assist the workforce and business community. Here are some helpful resources and tools:

U.S. Government Resources

Centers for Disease Control (CDC), [Coronavirus \(COVID-19\)](#)

Centers for Disease Control (CDC), [Environmental Cleaning and Disinfection Recommendations](#)

Centers for Disease Control (CDC), [Interim Guidance for Businesses and Employers](#)

Centers for Disease Control (CDC), [Manage Anxiety & Stress](#)

Occupational Safety and Health Administration (OSHA), [Guidelines on Preparing Workplaces for COVID-19](#)

Small Business Administration (SBA): Coronavirus (COVID-19): [Small Business Guidance & Loan Resources](#)

State of Missouri Resources

Missouri Department of Labor and Industrial Relations, [COVID-19 FAQ for Businesses & Workers](#)

Missouri Department of Health and Senior Services, [COVID-19 Outbreak](#)

Missouri Department of Mental Health, [COVID-19 Information](#)

Missouri Department of Mental Health Access Crisis Intervention Line ([click to find your regional crisis line](#))

Missouri Department of Health and Senior Services COVID-19 Hotline: **877-435-8411**

Other Resources

Seattle & King County (WA) Public Health, [Planning for a Coronavirus Pandemic](#)

Missouri Chamber of Commerce, [Coronavirus \(COVID-19\): Primer for Missouri Employers](#)

Harvard Business Review, [What are Companies' Legal Requirements Around Coronavirus?](#)

National Restaurant Association, [Coronavirus Information and Resources](#)

Society of Human Resource Management (SHRM), [Health, Wellness and Leave Benefits Help Employees with Coronavirus](#)

World Health Organization (WHO), [Getting Your Workplace Ready for COVID-19](#)

World Health Organization (WHO), [Coping with Stress During the 2019-nCoV Outbreak](#)