

What precautions are needed for individuals that may be taking temperatures or employees, applicants, or customers?

Educate employees about how they can reduce the spread of COVID-19:

Employees can [take steps to protect themselves](#) at work and at home. Older people and people with serious chronic medical conditions are at [higher risk for complications](#).

Follow the policies and procedures of your employer related to illness, cleaning and disinfecting, and work meetings and travel.

Stay home if you are sick, except to get medical care. Learn [what to do if you are sick](#).

Inform your supervisor if you have a sick family member at home with COVID-19. Learn what to do [if someone in your house is sick](#).

Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about [coughing and sneezing](#) etiquette on the CDC website.

Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2external icon](#), the cause of COVID-19, and are appropriate for the surface.

Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

Practice social distancing by avoiding [large gatherings](#) and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

How can we distinguish between “suspected but unconfirmed” case of COVID-19 and a typical illness?

One of our employees self-reported that they came into contact with someone who had a presumptive positive case of COVID-19. What should we do?

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/critical-workers-implementing-safety-practices.pdf>

Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html). . <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

One of our employees has been exposed to the virus but only found out after they had interacted with clients and customers. What should we do?

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/critical-workers-implementing-safety-practices.pdf>

If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-

19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC [Public Health Recommendations for Community-Related Exposure](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html).
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What steps can we take to minimize risk of transmission?

All employers need to consider how best to decrease the spread of COVID-19 and lower the impact in their workplace. This may include activities in one or more of the following areas:

- reduce transmission among employees,
- maintain healthy business operations, and
- maintain a healthy work environment.

Refer to [CDC guidelines](#) for specifics.

When can an employee return to work after testing?

Symptomatic Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Asymptomatic Employees: To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/critical-workers-implementing-safety-practices.pdf>

When can an employee return to work after positive test for COVID-19?

Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.

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