**Sample Employee Communication:**

**COVID-19 - Responsibilities of Company and Employees**

**(current as of May 3, 2020)**

**Know the Symptoms of COVID-19**

* + Coughing, fever, shortness of breath, and difficulty breathing.
  + Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.
  + If you develop a fever and symptoms of respiratory illness, DO NOT GO TO WORK and call your supervisor and health-care provider immediately.  Do the same thing if you come into close contact with someone showing these symptoms.

**Employer Responsibilities**

* Develop a COVID-19 Plan.
* Conduct meetings by phone if possible.  If not, instruct employees to maintain 6-feet between each other.
* Access to work will be limited to only those necessary to be at the office or who cannot telework.
* All visitors will be pre-screened to ensure they are not exhibiting symptoms.
* Employees, contractors, and visitors will be asked to leave and return home if they are showing symptoms.
* Company will provide hand sanitizer and cleaning supplies to be used at work, and protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.

**Employee Responsibilities**

* Become familiar with all elements of the Plan and follow it.
* Practice good hygiene: wash hands with soap and water for at least 20 seconds.  If these are not available, use alcohol-based hand rub with at least 60% alcohol.
* Wear a mask at all times in the workplace and ensure it is sanitized each night and brought back to work freshly laundered
* Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
* Avoid touching your eyes, nose, or mouth with unwashed hands.
* Avoid close contact with people who are sick.
* Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
* Avoid shaking hands.

**Cleaning/Disinfecting Job Sites and Other Protective Measures**

* + The Company will clean and disinfect frequently used areas on a regular basis.  Employees should regularly do the same in their assigned work areas.
  + Break/lunchrooms will be cleaned at least once [twice or as often as people eat there] per day.
* The Company will ensure that shared surfaces (door handles, copiers, other controls, etc.) are disinfected on a regular basis.
* Avoid sharing equipment or work items with co-workers.  If you do, disinfect before and after each use.
* Bathrooms will be cleaned twice per day by designated staff and after must be cleaned after each use by the individual using the bathroom.
* Trash will be collected from the jobsite and changed frequently by someone wearing gloves.

**Personal Protective Equipment and Alternate Work Practice Controls**

* The Company will provide and employees must wear masks in the workplace.
* Wear gloves when working with other people.
* Keep your social distance.

*Please note that these are fast-moving times, and the information provided is only accurate as of the day posted (May 3, 2020). The information provided does not, and is not intended to, constitute legal advice; instead, all information is prepared and provided for general informational purposes only.*

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