EMPLOYEE EXCLUSION POLICIES

WHO'S NOT AT WORK MAY BE AS CRITICAL AS WHO IS
Closely adhere to all isolation and quarantine guidelines. Discourage carpooling, eliminate non-essential workplace travel, prioritize working from home, stagger schedules, and reduce customer hours to slow the spread of COVID-19. Support time off for employees to get tested and vaccinated for COVID-19. Refer to PA's *COVID-19 Guidance for Businesses.*

PERSONAL PROTECTIVE EQUIPMENT (PPE)

NORMALIZE PROPER PPE USE AND HANDWASHING
Provide PPE including masks. Prioritize improving the type and fit of masks. Routinely review proper mask fit and use of other PPE. Equipment can wear out. Inspect items to make sure that they are clean and in good order.

PHYSICAL DISTANCING

LOWER ROOM DENSITY AND ADD SPACING POLICIES
Require 6-foot distances between staff, create contactless time punching, paperless transactions, and delivery methods. Evaluate work areas and install environmental barriers such as dividers and sneeze guards. Segment your workspace into zones and prohibit employees from entering into work zones where they are not required to be to perform their jobs.

MECHANICAL ENGINEERING

VENTILATION FACTORS INTO SLOWING VIRAL SPREAD
Closely follow heating, ventilation, and air conditioning (HVAC) maintenance guidelines from an experienced HVAC professional. Optimize indoor ventilation through the use of fans exhausting through open windows that directs airflow away from employees.

HEALTH SCREENING

SELF-SCREEN AT HOME BEFORE WORKING IN PERSON
Set the expectation that all employees check for signs of illness before going to work. Keep in mind community spread and recent travel histories.

CLEANING AND DISINFECTING

RAMP UP ENHANCED WORKPLACE CLEANING MEASURES
Provide soap and water or hand sanitizer at all entry points and throughout all workplaces. Encourage frequent hand washing breaks and equipment sanitizing. Check labels and use EPA-registered disinfectants. Invest in routine cleaning efforts before investing in high price efforts such as fogging.

FOCUS ON
BREAK TIME

BREAK ROOMS ARE RISKY
When we're hungry, rules can go out the window, which is why meals at work need to be planned to prevent exposure to COVID-19. Providing areas for employees to eat while at work will help to keep everyone safe.

PHYSICALLY DISTANCE
Visual cues to stay socially distant are critical during breaks. Mark six-foot distances. No talking zones are needed when face masks are off, especially if smoking is allowed.

HANDWASHING
Emphasize proper hand washing by strategically posting signs. Hand sanitizer should be front and center.

CONSIDER TIME SLOTS
Assign staggered break times to reduce room density.

CLEAN BREAK AREAS
Clean surfaces between every use. Food packaging should be wipeable and sealable. Cutlery should be individually wrapped.

ORGANIZE DELIVERIES
Limit points of contact. Workplaces that permit food deliveries should encourage employees to place bulk orders and meet their drivers outside of the building.

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INVEST TIME EACH WEEK TO REVIEW ADVICE FROM EXPERTS

Guidance from the Commonwealth of PA, CDC, EEOC, OSHA, EPA, NIOSH, local authorities, and many specific industry associations concerning COVID-19 are regularly updated.

As more is learned about the SARS-Cov-2 virus and its variants, guidance for the workplace may continue to change. Make time to assess the revised guidance and take action to adapt your COVID-19 mitigation plan.

LEADERSHIP STANDARDS

☐ **COMMIT TO A COVID-19 MITIGATION PLAN**
Your business can play a key role in preventing and slowing spread in your community. Develop a plan or refine your current plan so that you can address areas of concern, and knowledgeably answer employee and customer questions. Workers need to be involved in the creation of COVID-19 safety plans. Discuss changes to plans with them instead of posting them in the workplace unannounced and with little explanation.

☐ **DEMONSTRATE YOUR COMMITMENT TO STAFF**
Distribute health insurance summaries that outline your clear, current, and equitable policies concerning workplace health screening, viral testing, vaccine administration, and employee exclusion for illness or exposure. Stagger vaccination scheduling for employee groups and departments to keep operations running smoothly. Confirm that all employees are receiving communications in their preferred language.

☐ **SCHEDULE ROUTINE, UNDERCOVER AUDITS**
Make a plan for supervisors and safety champions to discreetly audit viral mitigation efforts. Evaluate audit findings, refine policies and enforce measures. Schedule training sessions for leadership and encourage the open sharing of ideas.

☐ **SUPPORT THE CONTACT TRACING PROCESS**
Confirm that the names of all coworkers that each employee has contact with each day are recorded. Designate an area for all visitors and customers to record their names and contact information.

☐ **TARGET HIGH-VALUE MITIGATION EFFORTS**
Address the areas of potential viral spread in your workplace that are specific to your industry and yield high results. Focus on the topics listed on the *COVID-19 Safe Workplace Checklist* on page 1.

ENCOURAGE VACCINATION

Offer flexible, paid sick leave for employees who may experience side effects after vaccinations.

Allow time for vaccine confidence to grow. Workers who are hesitant at first may become more confident after seeing coworkers go first.

Offer more than one opportunity for vaccination.

Ask organizations and individuals who are respected in employee communities to help you build confidence in COVID-19 vaccines.

COMMUNITY AWARENESS

VIRAL OUTBREAKS MAY COME IN WAVES
Base your mitigation efforts on up-to-date data from your local community.

BONUS!

FOLLOWING CURRENT COVID-19 GUIDELINES MAY ALSO PREVENT THE TRANSMISSION OF OTHER COMMON VIRUSES SUCH AS THE FLU, ESPECIALLY IN NON-HEALTHCARE SETTINGS

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