Preparing Your Workplace for Coronavirus (COVID-19)

Tips to prevent its spread and prepare for possible disruption to your workplace

While a person's chances of getting coronavirus in Eau Claire County are low, it's possible there could be community-wide spread of the virus in the future. Take time now to ensure your workplace is ready:

Create a Business Continuity Plan.

This plan helps workplaces map out how to provide essential services if a number of employees are sick or unavailable. Be sure your employees know what is expected of them. Disaster Ready Chippewa Valley has a business continuity plan template that can used by the public. Visit https://sites.google.com/site/disasterreadycv/resources/continuity-planning for the template.

Ensure sick employees stay home.

Sick employees shouldn't come to work. If employees come to work with symptoms, ask them to go home. Offer paid sick leave so staff don't have to decide between a paycheck and working while sick.

Prepare staff to work from home.

Equip staff with laptops and supplies needed to work from home. Cancel non-essential business travel, use conference calls and video conferencing in lieu of face-to-face meetings when possible.

Offer flexible leave policies.

Staff may need to stay home to care for sick household members or for children if schools are canceled. Make plans for staff to work from home or take leave.

Increase social distancing in the workplace.

Avoid crowded work settings, cancel business-related face-to-face meetings, space employees farther apart, cancel non-essential travel, promote working from home, and use staggered shifts to have fewer employees in the workplace at the same time.

Keep a well-stocked supply of tissues, hand sanitizer, and disinfecting wipes. Place them in easy to access spots.

Encourage employees to keep these items at their desk too. CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory illnesses, including coronavirus. Only wear a mask if a healthcare professional recommends it.

Work with your cleaning staff to make sure workspaces are cleaned and disinfected frequently and correctly.

The CDC has basic information on cleaning, disinfecting, and sanitizing: bit.ly/cleaningworkspaces.

Encourage employees to get their flu shot.

In the future, consider mandatory flu vaccination policies.

Post signs about coughing/sneezing etiquette and handwashing.

CDC has lots of resources reminding people about this: bit.ly/cdcfluresources.