

Potential mitigation activities according to level of community transmission or impact of COVID-19 by setting

Factor

None to Minimal

Minimal to moderate

Substantial

**Workplace**  
 “What workplaces can do to prepare for COVID-19, if the workplace has cases of COVID-19, or if the community is experiencing spread of COVID-19)”

- Know where to find local information on COVID-19 and local trends of COVID-19 cases.
- Know the signs and symptoms of COVID-19 and what to do if staff become symptomatic at the worksite.
- Review, update, or develop workplace plans to include:
  - » Liberal leave and telework policies
  - » Consider 7-day leave policies for people with COVID-19 symptoms
  - » Consider alternate team approaches for work schedules.
- Encourage employees to stay home and notify workplace administrators when sick (workplaces should provide non-punitive sick leave options to allow staff to stay home when ill).
- Encourage personal protective measures among staff (e.g., stay home when sick, handwashing, respiratory etiquette).
- Clean and disinfect frequently touched surfaces daily.
- Ensure hand hygiene supplies are readily available in building.

- Encourage staff to telework (when feasible), particularly individuals at increased risk of severe illness.
- Implement social distancing measures:
  - » Increasing physical space between workers at the worksite
  - » Staggering work schedules
  - » Decreasing social contacts in the workplace (e.g., limit in-person meetings, meeting for lunch in a break room, etc.)
- Limit large work-related gatherings (e.g., staff meetings, after-work functions).
- Limit non-essential work travel.
- Consider regular health checks (e.g., temperature and respiratory symptom screening) of staff and visitors entering buildings (if feasible).

- Implement extended telework arrangements (when feasible).
- Ensure flexible leave policies for staff who need to stay home due to school/childcare dismissals.
- Cancel non-essential work travel.
- Cancel work-sponsored conferences, tradeshow, etc.