

Welcome!

Topic: Prepare! Don't Panic: Employers and Coronavirus

Time: 8:00 AM **Date:** March 13, 2020

Please download the handouts from the toolbar before the webinar begins.

For regular updates and guidance, please visit proservice.com/coronavirus.

OUR PANEL

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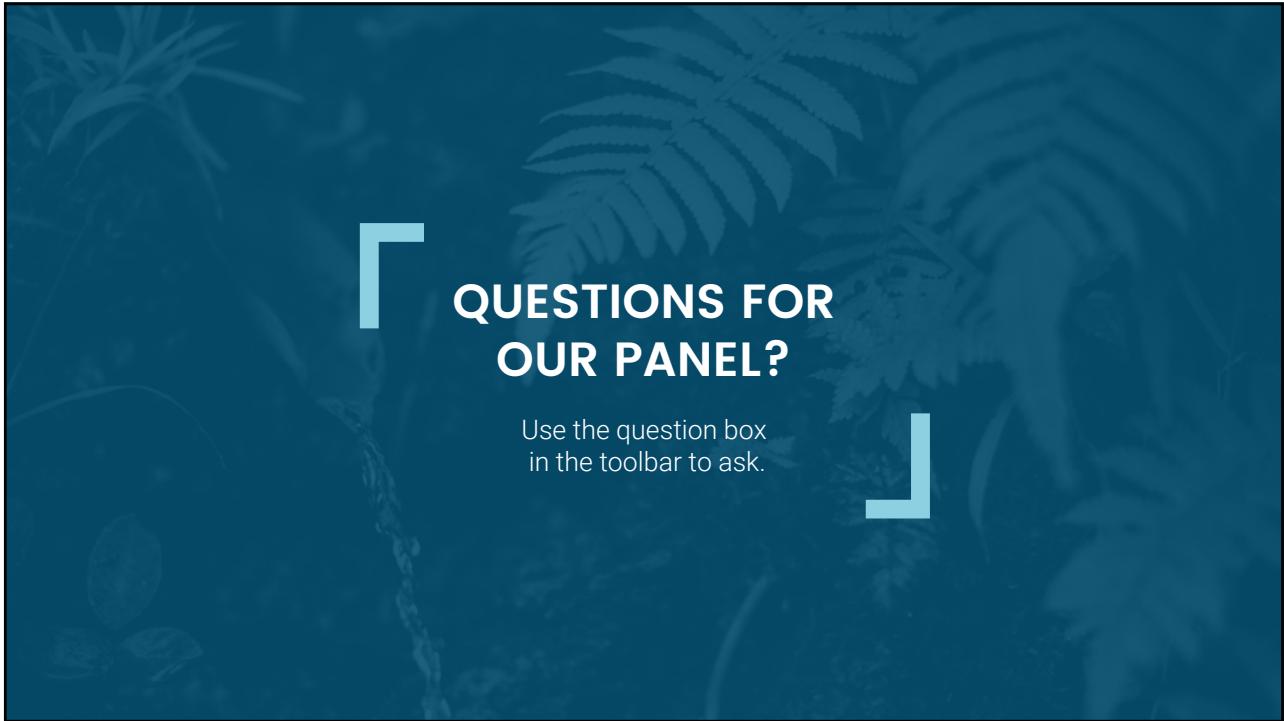
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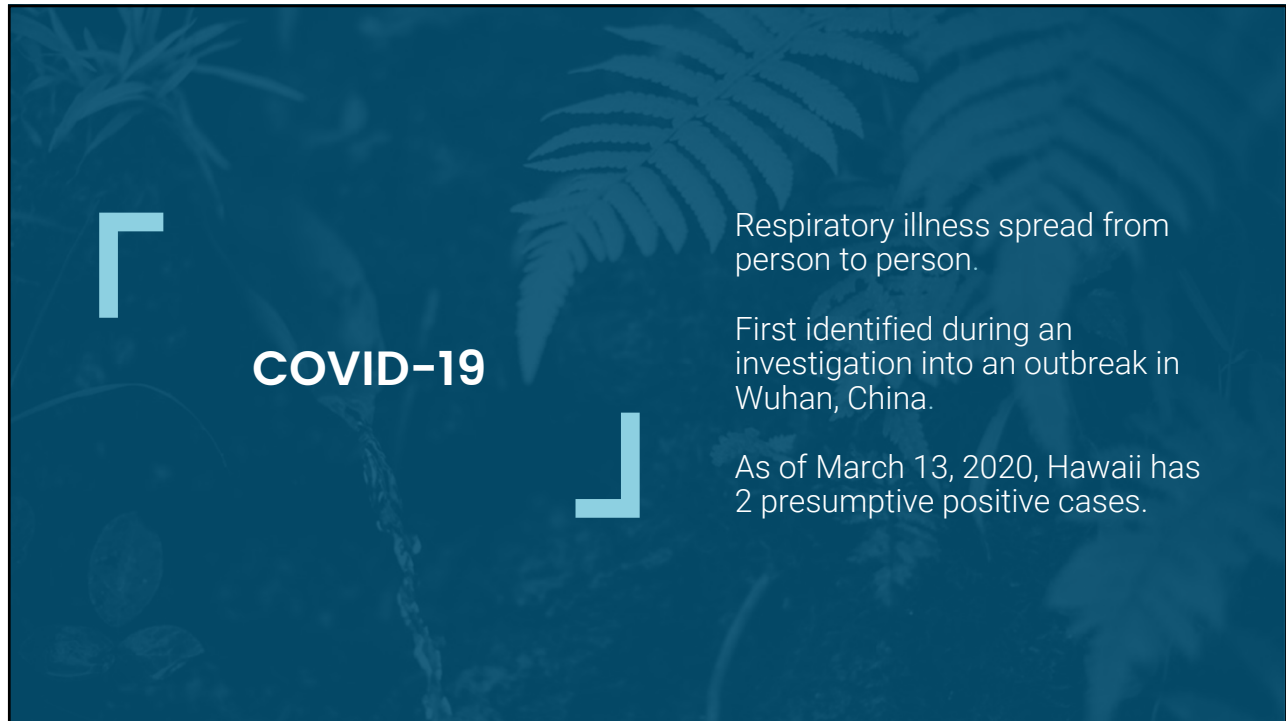


**QUESTIONS FOR
OUR PANEL?**

Use the question box
in the toolbar to ask.



COVID-19



COVID-19

Respiratory illness spread from person to person.

First identified during an investigation into an outbreak in Wuhan, China.

As of March 13, 2020, Hawaii has 2 presumptive positive cases.



WHAT ARE THE SYMPTOMS OF COVID-19?

Mild to severe respiratory symptoms, including:

- Fever
- Cough
- Shortness of breath or trouble breathing



A dark teal slide with a background image of palm trees. The text 'PREVENTION: BEST PRACTICES FOR WORKPLACE ILLNESS' is centered in white, bold, uppercase letters. The text is framed by a light blue L-shaped graphic element on the left and bottom right sides.



WHAT CAN I DO
TO MAINTAIN A
SAFE WORK
ENVIRONMENT?

Actively encourage sick employees to stay home.

- Allow use of paid leave, when available.
- Make use of flexible policies.
- **For current situation:** Do not wait for a provider's note.



WHAT CAN I DO
TO MAINTAIN A
SAFE WORK
ENVIRONMENT?

Separate sick employees.

WHAT CAN I DO TO MAINTAIN A SAFE WORK ENVIRONMENT?

Encourage respiratory etiquette and hand hygiene by all employees.

- Avoid close contact with people that are sick.
- Avoid touching your eyes, nose, and mouth.
- Cover coughs and sneezes with a tissues and dispose.
- Wash hands often with soap and water.
- Clean hands with alcohol-based hand sanitizers.
- Reconsider the traditional handshake.
- Provide tissues and no-touch disposal receptacles.
- Provide an ample supply of soap and alcohol-based hand sanitizers.

WHAT CAN I DO TO MAINTAIN A SAFE WORK ENVIRONMENT?

Perform routine environmental cleaning.

- Frequently clean all high-touch, high-traffic areas and surfaces.
- Provide supply of disinfecting wipes.



**PREPARE
AN EMERGENCY
REMOTE-WORK
PLAN**

1. Identify jobs and tasks that will be impacted.
2. Rethink what must be done on-site and in-person vs. remote.
3. Re-evaluate remote-work policies.
4. Leverage technology where possible.
5. Create and share communications protocol.

RESPONSE

**AN EMPLOYEE HAS
UPCOMING TRAVEL PLANS.**

**WHAT CAN I DO TO
MAINTAIN A SAFE WORK
ENVIRONMENT?**

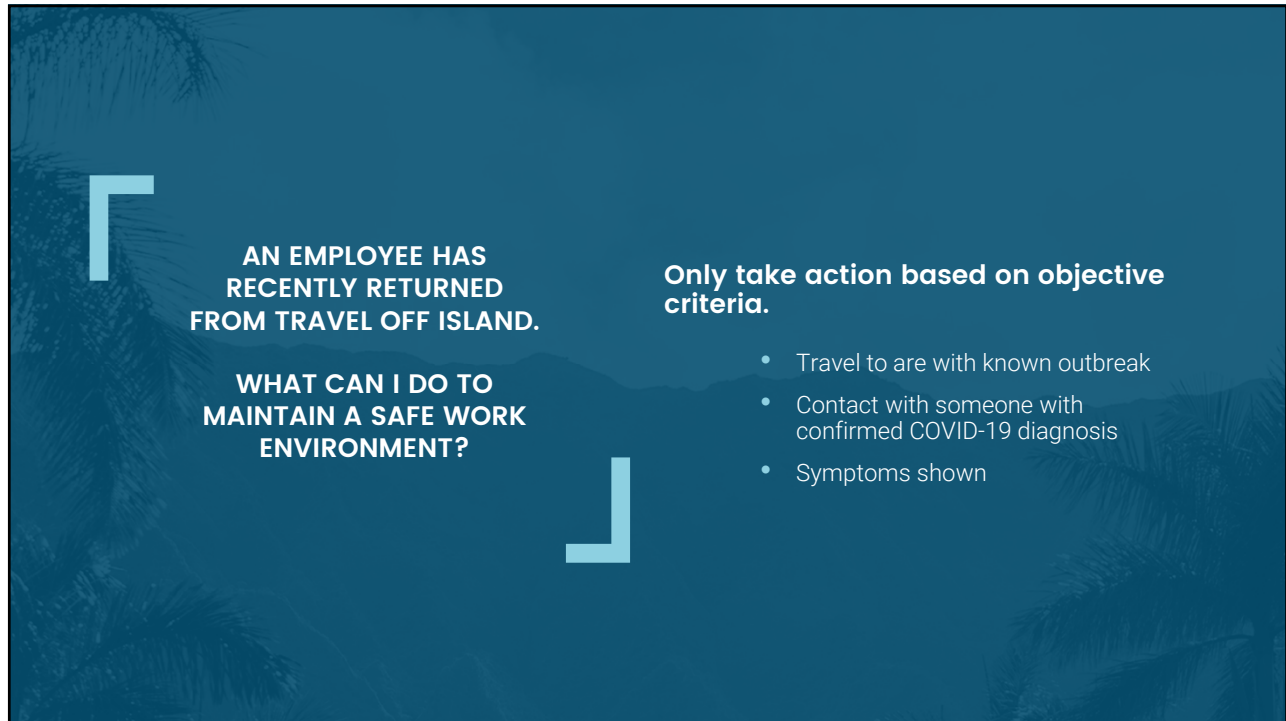
- Monitor travel alerts and updates from the U.S. State Department.
- Limit business travel to affected areas and provide reasonable accommodations.
- Encourage employees to monitor alerts and updated recommendations before personal travel.

**AN EMPLOYEE HAS
RECENTLY RETURNED
FROM TRAVEL OFF ISLAND.**

**WHAT CAN I DO TO
MAINTAIN A SAFE WORK
ENVIRONMENT?**

Advise employee to take certain steps:

- Check themselves for symptoms.
- Tell their manager immediately if they develop symptoms.
- Promptly call a healthcare provider for assistance if needed.
- CDC Guidelines available at [cdc.gov/coronavirus/2019](https://www.cdc.gov/coronavirus/2019).

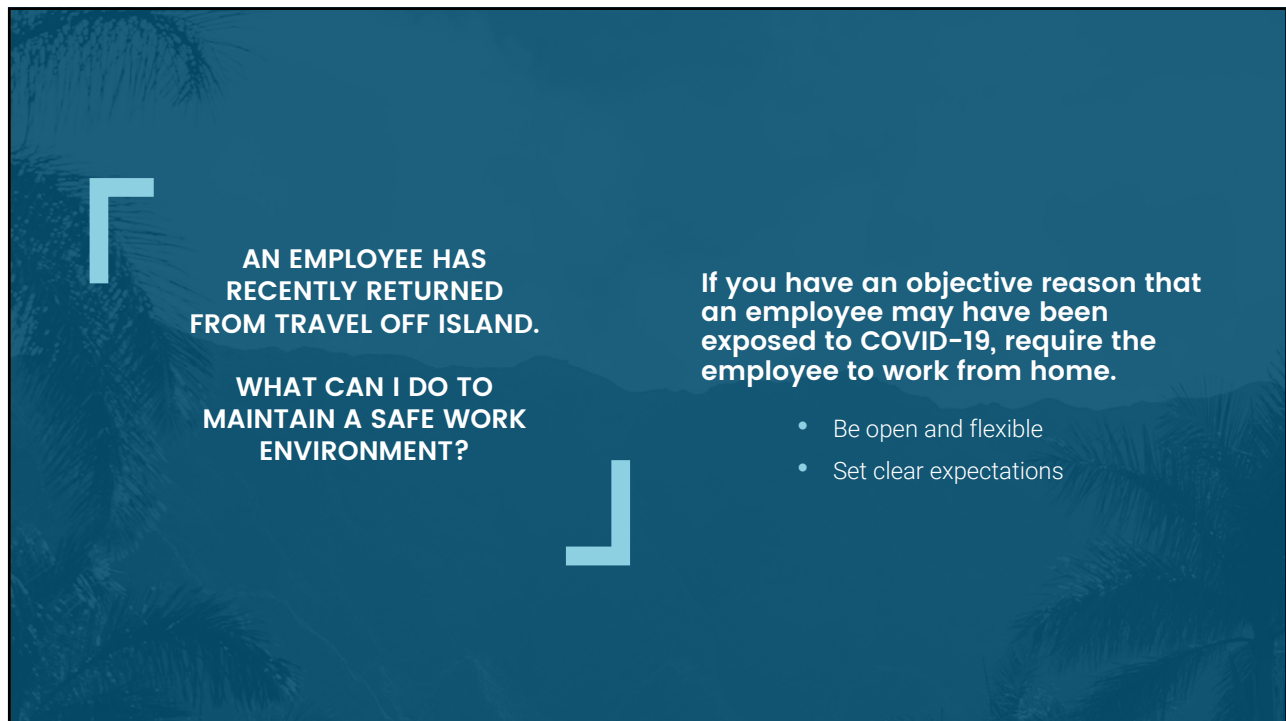


AN EMPLOYEE HAS RECENTLY RETURNED FROM TRAVEL OFF ISLAND.

WHAT CAN I DO TO MAINTAIN A SAFE WORK ENVIRONMENT?

Only take action based on objective criteria.

- Travel to are with known outbreak
- Contact with someone with confirmed COVID-19 diagnosis
- Symptoms shown



AN EMPLOYEE HAS RECENTLY RETURNED FROM TRAVEL OFF ISLAND.

WHAT CAN I DO TO MAINTAIN A SAFE WORK ENVIRONMENT?

If you have an objective reason that an employee may have been exposed to COVID-19, require the employee to work from home.

- Be open and flexible
- Set clear expectations

AN EMPLOYEE HAS RECENTLY RETURNED FROM TRAVEL OFF ISLAND.

WHAT CAN I DO TO MAINTAIN A SAFE WORK ENVIRONMENT?

Consider paid leave during incubation period.

AN EMPLOYEE HAS RECENTLY RETURNED FROM TRAVEL OFF ISLAND.

WHAT CAN I DO TO MAINTAIN A SAFE WORK ENVIRONMENT?

Be consistent in actions you are taking for all employees.



AN EMPLOYEE HAS TESTED POSITIVE FOR COVID-19.

WHAT CAN I DO TO MAINTAIN A SAFE WORK ENVIRONMENT?



- Inform your employees, vendors, customers, etc. of their possible exposure
- Respect confidentiality and privacy
- Prohibit disclosure of any information that could identify any employees
- Send home all employees who came into contact or worked closely (less than six feet) with that employee for a 14-day period to mitigate spread of infection.
- Encourage employees to adhere to CDC guidelines
- Consider a professional cleaning to clean and sanitize all affected workspaces.
- Indicate illness as incident on your OSHA Form 300 log.
- Consider additional social distancing measures in the workplace.



HOW CAN I ADDRESS FEARS IN MY WORKPLACE?



- Educate employees on symptoms and precautions.
- Communicate and show that you are monitoring updates from federal and state agencies.
- Handle employee concerns seriously.
- Be transparent regarding business plan, including communication, expectations, changes in operations, etc.



WHAT ELSE SHOULD I KEEP IN MIND?

- No need to overreact.
- Operate as normal, while taking recommended precautions.
- Stay vigilant regarding increase in COVID-19 related scams.



Q & A



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