

COVID-19 Guidance for Businesses | Updated 4/3/2020

Plan, Prepare and Respond to COVID-19

There is currently community spread of COVID-19 in Maricopa County.

Individuals who are most vulnerable to experiencing severe complications of COVID-19 are adults 65 and older and people with chronic health conditions, such as heart or lung disease or diabetes. For up-to-date information and additional guidance, please visit www.Maricopa.gov/Coronavirus or follow us at www.Twitter.com/MaricopaHealth.

Businesses and employers play an important role in slowing the spread of COVID-19.

All employers need to consider how best to decrease the spread of COVID-19 and lower the impact in their workplace. This may include activities in one or more of the following areas:

1. Plan to maintain healthy business operations
2. Maintain a healthy work environment
3. If possible, limit contact in the workplace and travel
4. Practice good hygiene, including frequent hand washing, hand sanitizing and disinfecting work stations
5. Implement and monitor symptoms of employees that provide essential services

1. Plan to maintain healthy business operations

Businesses should review their Continuity of Operations Plan or Business Continuity Plan.

A Continuity of Operations Plan (COOP) or Business Continuity Plan (BCP) outlines the job or service functions that are essential to keeping the business operational. Essential functions are often tied to public safety and health, job functions tied to laws or administrative codes and those functions that keep the business open. A healthy COOP or BCP plan will include:

- Details of the essential functions
- Key staff who perform the essential functions
- List of essential records, contracts and important information needed to keep the functions running
- Cross-trained personnel who can perform essential functions

For more information on Business Continuity, visit <https://www.ready.gov/business>

Business should consider developing policies specific to COVID-19.

- Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.

Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.

2. Maintain a healthy work environment

- **Perform routine environmental cleaning:**
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - Provide disposable wipes so that commonly used surfaces (for example doorknobs, keyboards, remote controls, desks, etc.) can be wiped down by employees before each use.

3. If possible, limit travel and contact in the workplace , and practice good hygiene

- **Reduce face-to-face meetings**
 - Use video conferencing for meetings.
 - Encourage teleworking.
 - For employees who cannot telework, ensure physical distancing is in place. Stagger employees in cubes and keep them 6 feet apart.
- **Advise employees to limit non-essential business and person travel. If traveling is essential, employees should take the following steps:**
 - Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
 - Advise employees to check themselves for symptoms of [acute respiratory illness](#) (such as fever, cough, shortness of breath, runny or stuffy nose, sore throat, sneezing, full body/muscle aches not associated with chronic conditions like allergies or asthma) before starting travel, and notify their supervisor and stay home if they are sick.
 - Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice, if needed.
 - If outside the United States, sick employees should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

4. Practice good hygiene, including frequent hand washing, hand sanitizing and disinfecting work stations

- **If a business must operate in person, emphasize respiratory etiquette and hand hygiene by all employees:**
 - Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.

- Provide tissues and no-touch disposal receptacles for use by employees.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.

5. Implement and monitor symptoms of employees that provide essential services

Governor Ducey issued an [Executive Order Prohibiting the Closure of Essential Services](#). This section provides recommendations for businesses that provide essential services and must continue operations with employees that are deemed essential based on your continuity of operation plan.

Essential businesses that must continue operations should:

1. Ask employees to **report known COVID-19 exposures** to the designated personnel (e.g., supervisor, human resources, or occupational health). Public Health WILL NOT contact every business to notify them of employees who are positive for COVID-19.
2. Develop a system to regularly monitor all employees for symptoms that could be consistent with COVID-19 like **fever (>100.4 °F) and any respiratory symptoms that are not known to be a part of a chronic condition (i.e., asthma, allergies)**. (e.g., employees could be expected to monitor their temperature and any symptoms twice a day or before working a shift.)
 - a. **Respiratory symptoms include:**
 - i. Cough
 - ii. Shortness of breath
 - iii. Sore throat
 - iv. Runny or stuffy nose
 - v. Sneezing
 - vi. Full body/muscle aches
3. Reinforce that employees **should not report to work when ill**.

If employees have a known exposure to COVID-19, essential businesses should:

1. Allow essential employees without symptoms to continue to work after consultation with their supervisor, human resources, or occupational health program.

If employees **develop any symptoms consistent with COVID-19** like fever (>100.4 °F) or any respiratory symptoms that are not known to be a part of a chronic condition (i.e., asthma, allergies), **they must:**

1. **Cease** work activities.
2. **Notify** their supervisor or occupational health services prior to leaving work.

3. **Stay home** until 72 hours after fever and symptoms of acute infection (not allergies or asthma) are gone, without use of fever-reducing medication. This recommendation applies **regardless** of whether the individual has been tested for COVID-19 and is advised to reduce overall risk of transmission of flu-like symptoms before returning to work.
4. Consider seeking medical care if illness worsens. Before going to your medical appointment, **call the healthcare provider** to discuss next steps.

Maricopa County Department of Public Health recommendations:

- **DO NOT** require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities are extremely busy and not able to provide such documentation in a timely manner.
- **DO NOT** require a negative COVID-19 test for employees to return to work. Testing requires the use of personal protective equipment (PPE), which is in short supply and should be reserved for those who require medical care for their symptoms.