



## **COVID-19 Information for Businesses**

**NOTE: Some information on this page doesn't reflect the latest guidance from the CDC and the state. We will update it soon.**

### **How to prepare for COVID-19 in your business**

Businesses should plan how to decrease the spread COVID-19 in the event of an outbreak. We recommended the following strategies.

#### **Urge sick employees to stay home.**

- Employees with a fever or who show symptoms of acute respiratory illness should stay home.
- Don't require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
- Encourage employees to protect themselves:
  - Wash your hands often with soap and water for at least 20 seconds.
  - Avoid touching your eyes, nose, or mouth with unwashed hands.
  - Avoid close contact with people who are sick.
  - Cover your mouth and nose with a tissue when you cough or sneeze. Throw the tissue in the trash and wash your hands.

## **Implement social distancing.**

- Offer telework options.
- Apply social distancing methods:
  - Offer flexible work hours:
    - Stagger work schedules.
  - Avoid contact like handshakes or high-fives. Maintain 6 feet of separation.
  - Remove large work-related gatherings like conferences or staff meetings.
  - Meet via phone or electronically, rather than in-person.

## **Ensure your sick leave policies are up to date.**

- Understand [Washington's paid sick leave law](#).
- Maintain flexible policies that permit employees to stay home to care for themselves or a sick family member.
- Review policies to ensure your sick leave policies and practices are consistent with public health guidance.
- Establish a process to communicate information to employees and business partners.

## **Prepare for increased absences.**

- Monitor and respond to absenteeism at the workplace. Implement plans to continue essential business functions in the event you experience high levels of absent employees.
- Cross-train staff to perform essential functions so your business can operate even if key staff members are absent.
- Prepare to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).
- Consider canceling non-essential business travel to other countries per [CDC's travel guidance](#).

## **Notify employees of a confirmed COVID-19 case.**

- If an employee is confirmed to have COVID-19, notify employees of their potential exposure to COVID-19 in the workplace. Make sure you maintain confidentiality, as required by the [Americans with Disability Act](#).

## **Resources**

- [COVID-19 resource list for impacted Washington business and workers](#).
- [Pierce County Emergency Management](#).
- [Guidance for Pierce County Employers](#).
- [Centers for Disease Control and Prevention](#).
- [Washington State Department of Health](#).