Employee responsibilities
- It is imperative that employees who have a fever, cough, or shortness of breath should NOT report to work or their assigned worksite.
- These employees should inform their employer and seek immediate medical attention if they develop any of the above symptoms.

Social Distancing
- Avoid large gatherings of 10 or more or limit gatherings according to your local area’s guidance
- Maintain a physical distance of 6 feet between employees in the workplace and at worksites and between employees and customers
- Consider the following social distancing practices:
  - Implement flexible worksites (i.e. working from home) and/or flexible work hours (i.e. staggering shifts)
  - Postpone non-essential meetings or events or conduct via conference calling
  - Downsize operations
  - If necessary, elect for products to be delivered or provide curbside pick-up

Jobsite/Office Practices
- Communicate with all employees how to lessen the spread of the COVID-19 virus
  - Utilize CDC resources
    - How to Protect Yourself
    - If You Are Sick
  - Place the following CDC posters in prominent places in and around your workplace
    - Feeling Sick? (English)
    - Stop the Spread of Germs (English and Spanish)
    - COVID-19 Facts (English and Spanish)
- Maintain a health workplace
  - Provide tissues and no-touch disposal receptacles.
  - Direct employees to visit the coughing and sneezing etiquette and clean hands webpage for more information.
  - Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
  - Place hand sanitizers in multiple locations to encourage hand hygiene.
  - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.
  - Discourage handshaking - encourage the use of other noncontact methods of greeting.
  - Discourage workers from using other workers’ phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
Routinely clean all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

Managing Sick Employees

- Employees who appear to have a fever, cough, or shortness of breath should stay home. If an employee arrives with or exhibits any of these symptoms during the day, they should immediately be separated from other employees, customers, and visitors and sent home.

- When an employee is confirmed to have COVID-19 infection, the employer should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Fellow employees should then self-monitor for COVID-19 symptoms, fever, cough, or shortness of breath.

Additional Resources

- [CDC’s COVID-10 Website](#)
- [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)](#)
- [OSHA COVID-19 Website](#)
- [OSHA Guidance for Preparing Workplaces for COVID-19](#)

The above guidelines were taken from the [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)](#). These basic guidelines are provided as a service under the presumption there is no exact guidance to prevent the contraction or spread of COVID-19. The TXIA neither makes any guarantees nor takes any responsibility for circumstances outside the association’s control. When in doubt, please consult the CDC for complete guidance for businesses and employers.