

Coronavirus Employer Guidance

Actions employers should take

The Centers for Disease Control and Prevention (CDC) continues to advise the public to prepare for an inevitable spread of coronavirus within the United States.

Officials from the CDC, the National Institutes of Health and other government agencies advise employers to cease travel to countries at high-risk of disease transmission. As this is a rapidly evolving situation, you can refer to this map that is routinely updated by the Johns Hopkins Center for Systems Science and Engineering: [Coronavirus COVID-19 Global Cases by Johns Hopkins CSSE](#)

Ensure business continuity plans are in place

Employers in the U.S. are also being advised to develop plans to ensure business operations can continue if there is an expansion of the virus in this country. These plans should consider scenarios where employee travel within the U.S. is significantly limited and/or restricted and should include strategies which allow employees to work for home for extended periods of time. Employers should also plan for potential increased numbers of employee absences as a result of illness or temporary closures of schools or childcare facilities.

Monitor travel advisories

We recommend you carefully monitor travel advisories and prevention advisories issued by the U.S. Department of Homeland Security, the U.S. State Department and the Centers for Disease Control and Prevention. Links to several of those resources are listed below.

Consider flexible/remote work practices

If you do not already have flexible work arrangements in place for your employees, we recommend that you develop a plan to ensure work can still be completed if travel to the office is restricted due to self-quarantines or for any other reason. Your Insperty HR professional is happy to assist you with developing flexible work policies specific to your business. If you have concerns regarding employees who are unable to work remotely, and have possible coronavirus symptoms or exposure to someone with the virus, please contact your Insperty HR Specialist.

Resources to support virtual work

Insperty has new [Working Virtually Targeted Curriculum](#) on the Insperty Learning Portal with self-paced resources for managers and employees.

Preventative wellness reminders

Remind employees of the importance of preventative wellness measures, such as the following:

- Remain at home if you have signs of illness
- Avoid close contact with those who are ill
- Wash hands frequently with soap and water for 20 seconds or longer
- Use an alcohol-based hand sanitizer with at least 60% alcohol if unable to wash hands
- Clean office and bathroom surfaces and any objects that are frequently touched

- Refrain from touching your eyes, mouth and nose

Risk assessment

The CDC continues to convey that for most people, the immediate risk from the virus that causes COVID-19 is considered to be low. However, CDC.org advises that those in the following categories have an elevated risk:

- People living in places where ongoing community spread of the virus has been reported
- Healthcare workers caring for patients with COVID-19
- Close contacts of persons with COVID-19
- Travelers returning from affected [locations](#) where community spread is occurring also are at elevated risk of exposure

Additionally, the CDC has advised that older adults are at elevated risk from COVID-19 and should take preventative steps to avoid crowds and stay home as much as possible. See [People at Risk for Serious Illness from COVID-19](#)

CDC has developed [guidance to help in the risk assessment and management](#) of people with potential exposure to COVID-19.

Employer compliance obligations

It is also important to note that an employer's obligations under Title VII, the American's with Disabilities Act, and any similar state or local laws continue during this outbreak. Any requests or directives given to employees in response to the coronavirus outbreak must be given without regard to race, age or national origin. This includes association with individuals of a particular race, age or national origin.

OSHA guidance

OSHA requires all employers to have on file a complete Injury and Illness Prevention Plan (IIPP). This document should include anticipated responses to foreseeable workplace safety and health issues. Insperty recommends your IIPP include a response mechanism to address circumstances in which outbreaks of contagions affect your business.

Additional resources

The links below offer answers to commonly asked questions, as well as additional information about the evolving coronavirus situation. Please check back often with these sites as each are updated when necessary.

- [CDC Guidance for Businesses and Employers](#)
 - See the CDC's resource regarding ways to [prevent the spread](#) of the coronavirus.
- [OSHA's information regarding coronavirus](#)
 - See CAL-OSHA's [Guidance on Requirements to Protect Workers from Coronavirus](#)
- [Government travel recommendations](#)
- Fisher Phillips: [Comprehensive FAQs for Employers on the COVID-19 Coronavirus](#)