



# COVID-19 Guidelines: BUSINESSES & EMPLOYERS

MARCH 9, 2020

## For You To Know Right Now

*Yolo County's Health Officer strongly recommends that all community organizations, schools, religious organizations, other entities and event planners cancel any non-essential **mass gatherings or large community events** starting on March 10, 2020. The Yolo County Health Officer will reassess this recommendation on or before April 1, 2020.*

### BACKGROUND & CONTEXT

Yolo County is working with the California Department of Public Health (CDPH) in monitoring COVID-19 and providing guidance and resources to prevent, detect and respond to the occurrence of COVID-19 cases in Yolo County and California. All organizations hosting events should prepare for possible impacts of event cancellations due to COVID-19 and take precautions to prevent the spread of COVID-19 as well as other infectious diseases, including influenza. We are now seeing cases of COVID-19 that represent community spread.

### STRATEGIES IMPLEMENTED IN YOLO

The goals of the Health Officer's recommendations are:

- 1) To protect people attending and working at large gatherings in the local community from contracting COVID-19; and
- 2) To reduce community transmission and introductions of COVID-19 into new communities.

**Mass gatherings and large community events** bring people from multiple communities into close contact with each other and have the potential to increase COVID-19 transmission. **Mass gatherings are events** where large numbers of people are within an arm's length of one another for an extended period of time. Mass gatherings may include: religious services, sporting events, plays, music concerts, assemblies, and conferences.

One method to slow the spread of respiratory virus infections, including COVID-19, is by increasing **social distancing** (reduce close contact), especially for the more susceptible or immuno-compromised populations. **Social distancing** also helps prevent our healthcare system from becoming rapidly overwhelmed.

## STRATEGIES FOR BUSINESS AND EMPLOYERS

Everyone can do their part to help plan, prepare for, and respond to this emerging public health concern. In addition to canceling any non-essential mass gathering or large community events, businesses and employers should consider implementing telecommuting options for their employees (when feasible), minimizing the number of employees working within arm's length of each other, and following the interim guidance from the Centers for Disease Control and Prevention (CDC) for business and employers:

### Actively Encourage Sick Employees to Stay Home:

- Employees who have symptoms of respiratory illness are recommended to stay home until they are free of fever (100.4° F or greater) and any other symptoms for at least 24 hours, without the use of fever-reducing or symptom-altering medicines (e.g. cough suppressants).
- Employees who appear to have respiratory illness symptoms upon arrival to work or become sick during the day should be sent home immediately.
- Ensure that your sick leave policies are flexible and that employees are aware of these policies.
- Do not require a healthcare provider's note for employees who are sick with respiratory illness. Healthcare providers may be extremely busy and not able to provide timely documentation.
- 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.

### Emphasize Staying Home When Sick, Respiratory Etiquette and Hand Hygiene:

- Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other areas where they are likely to be seen.
- Instruct employees to clean their hands with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds.
- Provide soap and water, alcohol-based hand rubs, tissues, and no-touch disposal receptacles.

### Perform Routine Environmental Cleaning:

- Routinely clean all frequently touched surfaces in the workplace. 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) can be wiped down by employees before each use.

### Advise Employees Before Traveling to Take Certain Steps:

- Check the [CDC's Traveler's Health Notices \(http://www.cdc.gov/travel\)](http://www.cdc.gov/travel) for the latest guidance and recommendations.
- Advise employees to check themselves for symptoms of [respiratory illness \(https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html\)](https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html) before starting travel. Employees who become sick while traveling or on temporary assignment should promptly call a healthcare provider if needed, and should follow company policy for medical care.

## RESOURCES

- [www.yolocounty.org/coronavirus](http://www.yolocounty.org/coronavirus)
- [www.yolocounty.org/coronavirusguidance](http://www.yolocounty.org/coronavirusguidance)
- <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>
- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>