



## CDC Guidance on Coronavirus for Employers & Business in Waukesha County

Adapted by Waukesha County Public Health on 2/26/20

This document serves as a summary of the *Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020*, which is found at the following link: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>. The Centers for Disease Control and Prevention (CDC) will update this interim guidance as additional information becomes available.

This interim guidance is based on what is [currently known about COVID-19](#), which may help prevent workplace exposures, in non-healthcare settings, to acute respiratory illnesses including COVID-19. The guidance also provides planning considerations if there are more widespread, community outbreaks of COVID-19. This disease was formerly referred to as '2019 novel coronavirus' or '2019-nCoV'.

To prevent stigma and discrimination in the workplace, use only the guidance described below to determine risk of COVID-19 infection. Do not make determinations of risk based on race or country of origin, and be sure to maintain confidentiality of people with confirmed coronavirus infection. There is much more to learn about the transmissibility, severity, and other features of COVID-19 and investigations are ongoing. Updates are available on CDC's web page at [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV).

### **CDC recommended strategies for employers to use at this time:**

- **Actively encourage sick employees to stay home without penalty**
  - Plan for increased absenteeism due to illness or caring for ill family members.
  - Consider work from home policies, if possible.
  - Employees that have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or who become sick during the day should be separated and sent home immediately.
- **Encourage proper respiratory etiquette and hand hygiene**
  - Cover your cough and sneeze.
  - Wash hands frequently, especially after coughing and sneezing. (Soap and water is best but use alcohol-based hand sanitizer for at least 20 seconds or more if soap and water are unavailable.)
- **Perform routine environment cleaning by:**
  - Cleaning all frequently touched surfaces using cleaning agents typically used in these areas. (No additional disinfection is recommended at this time.)
  - Providing disposable wipes so employees can wipe down commonly used surfaces such as doorknobs, keyboards, remote controls, desks, etc.
- **Advise employees before traveling to take certain 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 can be found on the [CDC website](#).
- **The severity of illness or how many people will fall ill from COVID-19 is unknown at this time.**
  - If there is evidence of a COVID-19 outbreak in the U.S., employers should plan to be able to respond in a flexible way to varying levels of severity and prepare to refine their business response plans as needed. Additional information on creating a business response plan is included in the [full guidance](#).