

Preparing Your Business for COVID-19

What is COVID-19?

The novel coronavirus was first detected in Wuhan, China, and has spread rapidly throughout the world. Cases have been identified in multiple countries, including the United States.

It is believed it is spread through respiratory droplet transmission. Person-to-person spread is believed to occur among people in close contact (within ~ 6 feet) with each other. It is possible that a person may be able to be infected by touching a surface or object that has been contaminated by the virus, and then touching their own mouth, nose or eyes.

Employers should start doing these things now, even though COVID-19 has not arrived in Riley County. These tasks can reduce workdays lost due to illness and prevent or slow the spread of COVID-19 if it arrives at one of your workplaces.

- Make sure your workplaces are clean and hygienic
 - Surfaces and objects need to be wiped with disinfectant regularly
- Promote regular and thorough handwashing by employees, contractors, and customers
 - Put sanitizing rub dispensers in prominent places around the workplace, and make sure they are regularly refilled
 - Display posters promoting hand washing – if you need posters, RCHD can provide them
 - Combine this with other communication measures such as offering guidance from occupational health and safety personnel, briefings at meetings, and information on your company’s intranet to promote hand washing
 - Ensure staff, contractors, and customers have access to places where they can wash their hands with soap and water
- Promote good respiratory hygiene in the workplace
 - Display poster promoting respiratory hygiene; Combine this with other communication measures such as offering guidance from occupational health and safety personnel, briefings at meetings, and information on your company’s intranet to promote hand washing
 - Ensure that face masks and/or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with trashcans with lids for hygienically disposing of them
- Advise employees and contractors to visit www.cdc.gov/travel to consult advice before going on trips
- Develop a plan of what to do if someone becomes sick with COVID-19 at your workplace
 - The plan should cover putting the ill person in a room or area where they are isolated from others in the workplace, limiting the number of people who have contact with the sick person, and contacting the Riley County Health Department immediately.
 - Consider how to identify persons who may be at risk, and support them, without inviting stigma and discrimination into your workplace.
 - RCHD will work with you to create a plan
- Promote telework, if possible
- Develop a contingency and business continuity plan for an outbreak in the community
- Monitor <https://www.rileycountyks.gov/1857/Novel-Coronavirus-2019-nCoV> for information