# HR LEADER'S GUIDE
## Building a Comprehensive COVID-19 Action Plan

In a time of uncertainty, many employees are nervous and understandably concerned for their safety and wellbeing. This is even more important for essential workers – critical to serve the healthcare response, and vital social, civic and business functions during this crisis. These essential workers are unable to work from home, and are looking to their employers to reassure them there is a plan in place to take actions to minimize avoidable risk.

Employers can follow a playbook and develop a comprehensive COVID-19 response plan and share with employees, driven by data, science, and national guidance. While the details of each organization's plan will necessarily be case dependent, here are a few examples of important components to the plan.

### Make general information about COVID-19 available
Place CDC posters and flyers around the workplace to make information accessible for employees. Visit your OurHealth portal at member.ourhealth.org or contact your OurHealth account team for more information.

### Consider limiting/controlling access points to your facility or worksite
By limiting entry and exit to one location, you're able to control who is coming in and out of your facility.

### Minimize close physical interactions between individuals
If possible, adjust team design or shifts so that the number of individuals in close proximity is limited. Wherever possible, keep individuals at least six feet apart.

### Promote good hygiene for all employees
Remind individuals of good hand washing techniques (or hand sanitizer use) and the importance of not touching their face. Clean the physical environment every day.

### In targeted cases, consider providing face coverings or masks for essential employees working in close proximity.
At this time, the CDC has not recommend the general public use masks routinely, and due to supply limitations it is very important to prioritize N95 and surgical masks for front line healthcare workers and other critical first responders. Cloth face coverings could potentially be a helpful component to a comprehensive plan; please reach out to your account manager if you have questions about specific employee populations.

### Consider a formal process to screen workers before each shift
The absence of symptoms does not ensure one is not positive for COVID-19, but symptoms such as fever, cough, and breathing difficulties are common. Employees with symptoms should be directed to avoid work, and call OurHealth or another provider for guidance. For some organizations, a process can be developed to screen for the presence of symptoms such as cough, elevated temperature, or breathing changes in an controlled way.

## OurHealth
Well made simple.

Visit the CDC's website for their guidance for businesses and employees:
https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

4/1/2020