Managing Employee Health and Personal Hygiene

**Managing Employee Health and Personal Hygiene**

* Employee Health Checks
  + Instruct employees with symptoms associated with COVID-19 to report them to their supervisors. Instruct sick employees to stay home and to follow the CDC’s What to do if you are sick with coronavirus disease 2019 (COVID-19). Consult with the local health department for additional guidance.
  + If an employee is sick at work, send them home immediately. Clean and disinfect surfaces in their workspace. Others at the facility with close contact (i.e., within 6 feet) of the employee during this time should be considered exposed.
  + Instruct employees who are well but know they have been exposed to COVID-19, to notify their supervisor and follow CDC-recommended precautions (see below).
  + Inform fellow employees of their possible exposure to COVID-19 in the workplace, if an employee is confirmed to have COVID-19, while maintaining confidentiality.
  + Implement workplace controls to reduce transmission among employees, such as those described below that are included in CDC's Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.
  + Employers - Pre-screen (e.g., take temperature and assess symptoms prior to starting work).
  + Employers - Disinfect and clean workspaces and equipment and consider more frequent cleaning of high touch surfaces.
  + Employees - Regularly self-monitor (e.g., take temperature and assess symptoms of coronavirus).
  + Employees - Wear a mask or face covering.
  + Employees - Practice social distancing and stay at least 6 feet from other people whenever possible.
* Pre-screen
  + Send home any employee who has any of the following new or worsening signs or symptoms of possible COVID-19:
    - Cough
    - Shortness of breath or difficulty breathing
    - Chills
    - Repeated shaking with chills
    - Muscle pain
    - Headache
    - Sore throat
    - Loss of taste or smell
    - Diarrhea
    - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
    - Known close contact with a person who is lab confirmed to have COVID-19
* Personal Hygiene
  + Emphasize effective hand hygiene including washing hands for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
  + Always wash hands with soap and water. If soap and water are not readily available, then use an alcohol-based hand sanitizer with at least 60% alcohol and avoid working with unwrapped or exposed foods.
  + Avoid touching your eyes, nose, and mouth.
  + Use gloves to avoid direct bare hand contact with ready-to-eat foods.
  + Before preparing or eating food, always wash your hands with soap and water for 20 seconds for general food safety.
  + Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash hands after.
* Protective wear
  + Kitchen staff
    - Face shields
    - Face masks
    - Gloves
  + Service staff
    - Face masks
    - Gloves
* Social Distancing
  + Maintain at least 6-ft. between co-workers at all times
  + When 6-ft. separation isn’t possible, consider using face shields or plexiglass barriers between workstations
* Signage
  + Place safety signage throughout the premises
  + Proper handwashing technique
  + Social distancing
  + Personal hygiene expectations