

# TOP 10 Tips to Protect Employees' Health



**Actively encourage sick employees to stay home.** Develop policies that encourage sick employees to stay at home without fear of reprisals, and ensure employees are aware of these policies.



**Plan to implement practices to minimize face-to-face contact between employees if social distancing is recommended by your state or local health department.** Actively encourage flexible work arrangements such as teleworking or staggered shifts.



**Have conversations with employees about their concerns.** Some employees may be at higher risk for severe illness, such as [older adults](#) and those with chronic medical conditions.



**Perform routine environmental cleaning.** Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs. Discourage sharing of tools and equipment, if feasible.



**Develop other flexible policies for scheduling and telework (if feasible) and create leave policies** to allow employees to stay home to care for sick family members or care for children if schools and childcare close.



**Consider the need for travel and explore alternatives.** Check CDC's [Travelers' Health](#) for the latest guidance and recommendations. Consider using teleconferencing and video conferencing for meetings, when possible.



**Talk with companies that provide your business with contract or temporary employees about their plans.** Discuss the importance of sick employees staying home and encourage them to develop non-punitive "emergency sick leave" policies.



**Provide education and training materials** in an easy to understand format and in the appropriate language and literacy level for all employees, like [fact sheets and posters](#).



**Promote etiquette for [coughing and sneezing](#) and [handwashing](#).** Provide tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.



**If an employee becomes sick while at work,** they should be separated from other employees, customers, and visitors and sent home immediately. Follow CDC guidelines for [cleaning and disinfecting](#) areas the sick employee visited