

Guidance for workplaces

How do we protect employees from COVID-19?

- Encourage staff to telework (when feasible), particularly people with underlying medical conditions.
- Implement social distancing measures:
 - Increase physical space between workers at the worksite.
 - Stagger work schedules.
 - Decrease social contacts in the workplace (e.g., limit in-person meetings, meeting for lunch in a break room, etc.)
- Limit large work-related gatherings (e.g., staff meetings, after-work functions).
- Limit non-essential work travel (domestic and international).
- Consider regular health checks (e.g., temperature and respiratory symptom screening) of staff and visitors entering buildings (if feasible).
 - [Visitor and Employee Health Screening Checklist \(PDF\)](#)
 - [CDC: Reducing the Spread of COVID-19 in Workplaces](#)See the question on screening employees for COVID-19 symptoms (such as temperature checks) for additional guidance.
- Require workers who are ill to stay home.
- Provide accommodation (e.g., telework or separate office) for people with underlying medical conditions.
- Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- Follow these guidelines for essential/critical sector workplaces: [Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#)

Where can I find information about COVID-19 to share with our employees?

- Visit the MDH and Governor's COVID-19 websites.
- Encourage employees to sign up for [COVID-19 updates from MDH](#): https://service.govdelivery.com/accounts/MNMDH/subscriber/new?topic_id=MNMDH_486
- Share this poster: [Social Distancing at Work \(PDF\)](#): www.health.state.mn.us/diseases/coronavirus/materials/socdistwork.pdf
- [COVID-19 and When to Return to Work \(PDF\)](#): <https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf>

http://www.dli.mn.gov/sites/default/files/pdf/COVID_19_business_plan_template.pdf