

# COVID-19 IN THE WORKPLACE

## 10 KEY STEPS TO PREVENT THE SPREAD AND REDUCE THE RISK OF EXPOSURE

1

Limit workplace access to **essential workers only** – provide detailed communications about new work protocols.



2

Provide **flexible working options** (e.g. working remotely), or **flexible work hours** (e.g. staggered shifts).



3

Encourage workers to **report any safety and health concerns**, recommend that they **stay home if sick**.



4

Provide an adequate number of **handwashing stations** with detailed guidelines.



5

**Regularly clean and disinfect surfaces, equipment, and other items** and remind workers not to share hand tools or other work equipment unless it's been disinfected.



6

Use **approved cleaning chemicals with label claims against COVID-19** (refer to guidelines provided by your regional or federal governmental body) and follow the manufacturer's instructions when using all cleaning products.



7

**Enforce proper respiratory etiquette** (e.g. covering coughs and washing up immediately), **social distancing** (e.g. keeping 6 feet between individuals), and other behaviors (e.g. avoid touching your eyes, nose or mouth).



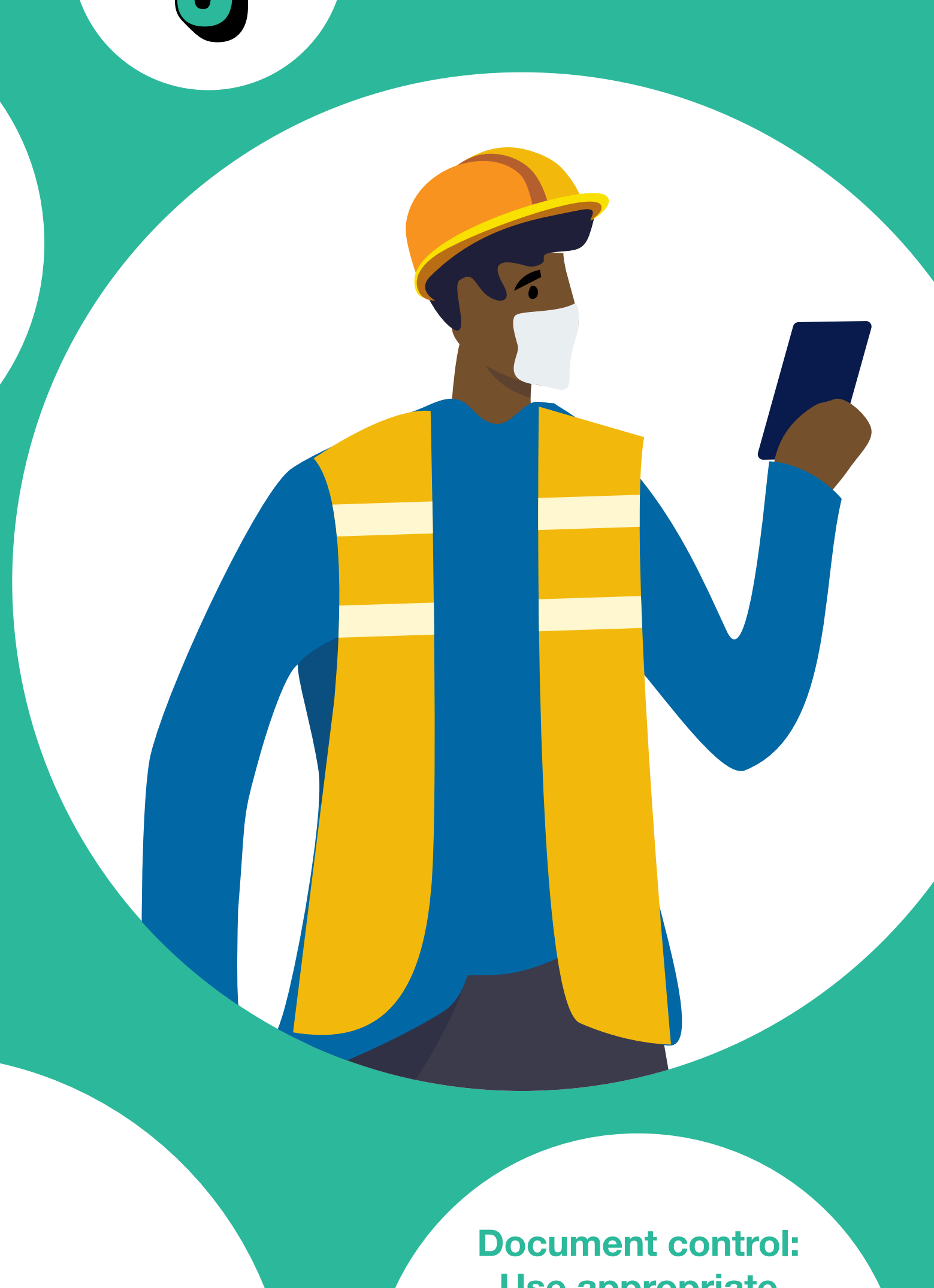
8

**Leverage bulletins and other internal communication tools<sup>1</sup>** to provide updates about COVID-19 response in the workplace.



9

**Use incident management software<sup>2</sup>** to record and track confirmed cases amongst employees (e.g. tracking days away from work).



10

**Document control: Use appropriate tools<sup>3</sup> to generate documentation** that fulfills local or state requirements to justify which jobs or functions are deemed "essential."



<sup>1</sup> <https://www.intellex.com/products/applications/communications-management>  
<sup>2</sup> <https://www.intellex.com/products/applications/ehs-incident-management>  
<sup>3</sup> <https://www.intellex.com/products/applications/document-control>