

COVID-19 Back to Work Quick Guide

Stay Aware

Stay informed on the latest information regarding the virus. Four websites to use as resources:

www.simplicityhr.com/covid-19/
www.cdc.gov/coronavirus/
www.hawaiicovid19.com
www.osha.gov



Know the Risk Factors

- Working with the public, customers, and co-workers
- Working with those who may be sick
- Existing individual risk factors (age, health)



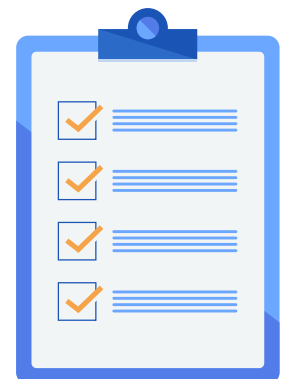
Assess Risk

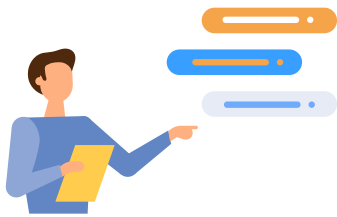
- Identify each job or position to be analyzed.
- Break down each job into a defined sequence based on job requirements (step by step tasks).
- Identify the potential hazards of each task and determine if the task:
 - 1 requires the employee to be within six feet of another individual;
 - 2 requires the employee to come into contact with a surface or item that may have been exposed to the virus; or
 - 3 may potentially put the employee in direct contact with another individual or exposed item or surface.
- Develop preventive measures to reduce or eliminate hazards. (see Prevention Guidelines).



Prevention Guidelines

- Mandate frequent hand washing, including for customers and/or visitors to the worksite.
- Mandate that when an employee is sick, they are required to STAY HOME.
- Mandate respiratory etiquette (covering mouth when coughing/sneezing)
- If possible, provide tissue, hand wash stations, and trash receptacles.
- Consider worksite flexibility with shifts, telecommuting, and creating a better physical layout of the facility/worksite.
- Discourage sharing of phones, computers, or other equipment that may be frequently used by more than one employee.
- Initiate a cleaning regimen that provides instructions for both general area and individual responsibility.
- Provide appropriate Personal Protective Equipment and training for its use, if mandated by law.





Training

Signs/Symptoms
Hygiene
Virus Transmission
Infection Control
Proper PPE use



Testing

While COVID-19 viral tests are permissible under the ADA, employees can **not** be required to submit to antibody testing before reentering the workplace.



Personal Protective Equipment (PPE)

Face Masks
Face Shields

Communicate to employees:

STOP the Spread

- If you are sick, **STAY HOME!**
- Clean, clean, clean! Wipe down all surfaces using a proven disinfectant, virucide, or a 10% bleach solution.
- Wash your hands frequently (for at least 20 seconds, with soap and water).
- Maintain Social Distancing, at least 6 feet apart.
- Do not gather in groups of more than 10 people.
- Use Personal Protective Equipment such as masks to inhibit the spread of germs.
- Avoid touching your face.



When employees need to shelter

- Anyone who has traveled by air, even within the State of Hawaii, is required to shelter in place for 14 days. These individuals should not have contact with co-workers.
- Anyone who has had direct contact with a COVID-19 patient, or has been contacted by the Dept. of Health, is required by law to shelter in place.
- Those who are 65 or older or immuno-compromised should discuss any potential health concerns or precautions with their physician.

This material is provided for informational purposes only and does not include state or local guidance related to COVID-19. In addition, it should not be used as legal or medical advice. Please consult a legal or medical professional for further advice.

If an employee is exposed or tests positive

Employees who have been exposed to the coronavirus and/or are required by law to quarantine may have benefits available to them under the Families First Coronavirus Response Act (FFCRA). You should also review your company's policies regarding Paid Time Off (sick leave, vacation), Temporary Disability Insurance, and Unemployment Insurance.

Keep up with the latest laws on our website,
www.simplicityHR.com.

Additional Resources

For more information regarding preventative measures:
[Hawaii Healthy Building Experts Action Group](#)

Antibody test sites (for voluntary employee testing):

- [Clinical Labs of Hawaii](#)
- [Adventist Health Castle Medical](#)
- [Minit Medical \(Maui\)](#)
- Or contact your primary care physician

Questions?

Feel free to contact our team at **(808) 791-4900**

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