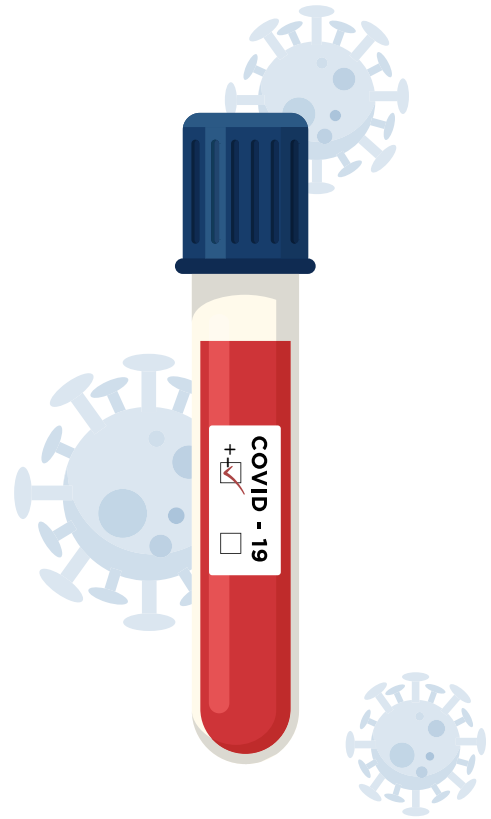


# Prepare for a Potential COVID-19 Case

## PREPARE FOR A CASE CHECKLIST

- ☐ Inform and train all employees and management of COVID-19-specific workplace rules and operating procedures.
- ☐ Designate a point of contact for any COVID-19-related concerns.
- ☐ Provide training to employees and cleaning staff on the proper use and disposal of PPE (personal protective equipment).
- ☐ Talk to building management about cleaning procedures in case there is an infection.
- ☐ Listen to your employees' questions and concerns.
- ☐ Designate a waiting room or area away from others in case medical care is needed.
- ☐ Connect with simplicityHR for more guidance.



### Questions?

Call our team at **(808) 791-4900**.

*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.*