

# COVID-19 Checklist

## COVID-19 Checklist for Businesses/Employers

### Top 10 Things You Can Do to Prepare for COVID-19

Ohio Department of Health Director Amy Acton, M.D., MPH, strongly recommends that all businesses/employers immediately take the following actions:

- Actively encourage sick employees to stay home until they are free of fever or symptoms (without the use of medication) for at least 24 hours. Do not require a healthcare provider's note to validate the illness or return to work of employees sick with acute respiratory illness; healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- Ensure that your sick leave policies are up to date, flexible, and non-punitive to allow sick employees to stay home to care for themselves, children, or other family members. Consider encouraging employees to do a self-assessment each day to check if they have any COVID-19 symptoms (fever, cough, shortness of breath, etc.).
- Separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Restrict their access to the business until they have recovered.
- Reinforce key messages — [stay home when sick](#), use [cough and sneeze etiquette](#), and practice [hand hygiene](#) — to all employees, place posters in areas where they are most likely to be seen. Provide protection supplies such as soap and water, hand sanitizer, tissues, and no-touch disposal receptacles for use by employees.
- Frequently perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.

For more information, visit: [coronavirus.ohio.gov](https://coronavirus.ohio.gov)

Page 1 of 2

- Be prepared to change business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations).
- Implement policies such as telework and staggered shifts to enhance distance between employees.
- Consider canceling non-essential business travel to other countries per [CDC's travel guidance](#).
- Remove candy dishes and limit the sharing of pens and workplace equipment.

*Additional resources:*

CDC's Interim Guidance for Businesses and Employers: (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>)

COVID-19 Information for Businesses: (<https://www.tpchd.org/healthy-people/diseases/covid-19-information-for-businesses>)



STAY HOME  
WHEN YOU ARE  
SICK



AVOID CONTACT  
WITH PEOPLE  
WHO ARE SICK



GET ADEQUATE SLEEP  
AND EAT WELL-  
BALANCED  
MEALS



WASH HANDS OFTEN  
WITH WATER AND SOAP  
(20 SECONDS  
OR LONGER)



DRY HANDS WITH  
A CLEAN TOWEL  
OR AIR DRY  
YOUR HANDS



COVER YOUR MOUTH  
WITH A TISSUE OR  
SLEEVE WHEN  
COUGHING OR SNEEZING



AVOID TOUCHING  
YOUR EYES, NOSE,  
OR MOUTH WITH  
UNWASHED HANDS  
OR AFTER  
TOUCHING SURFACES



CLEAN AND DISINFECT  
"HIGH-TOUCH"  
SURFACES OFTEN



CALL BEFORE VISITING  
YOUR DOCTOR



PRACTICE GOOD  
HYGIENE HABITS

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