

SAMPLE COVID-19 PREPARATION & PREVENTION POLICIES

[Our company] is committed to providing a safe and healthy workplace for all our employees and [customers, clients, guests, patrons, etc.]. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Policies in response to the COVID-19 pandemic. All employees are responsible for implementing these policies. The goal is to mitigate the potential transmission of COVID-19 in our workplace and community, and that requires full cooperation from our employees. These policies follow guidance developed by the Centers for Disease Control and Prevention (CDC) and the Springfield-Greene County Health Department.

- a. Employees should familiarize themselves with the common symptoms of COVID-19 and monitor for those. If any symptoms should develop, employees should stay home, notify their supervisor, and contact their health care provider to seek testing. If they do not have a physician, they can call (417) 874-1211 for testing options.
- b. All employees will use the provided equipment to measure their temperature and record it on the provided log once each day upon entering the building. Anyone with a temperature greater than 100.4° F should immediately leave the building, inform their supervisor of their fever, begin quarantining at home, and contact their health care provider to seek testing.
- c. [Our company] requires all employees to stay at least six feet apart whenever possible, regardless of if masks are being worn. If physical distancing is not possible, employees should limit the time of the contact and avoid any physical contact.

If an employee is sick or exposed...

- a. [Our company] has created a process for informing employees if they have been exposed to a person with COVID-19 in the workplace that requires them to quarantine for 14 days since the last exposure. [Insert process you will use to inform employees]. The Springfield-Greene County Health Department will be in contact with you as well.
- b. If an employee is made aware of an exposure to COVID-19 outside of the workplace (either by the positive individual or the Health Department), they must inform their supervisor and immediately begin quarantining at home.
- c. [Our company] has implemented leave policies for those unable to work from home that promotes workers staying at home when they are sick, when household members are sick, or when required by a health care provider or the Health Department to isolate or quarantine themselves or a member of their household. [Insert the company's leave policy or attach information about FFCRA, if eligible.]



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