

# PREVENTING THE SPREAD OF COVID-19 IN THE WORKPLACE

## Get Vaccinated!

**All Missourians ages 12 and older are now eligible to receive a COVID-19 Vaccine.**

Getting vaccinated against COVID-19 is the best way to protect your staff and customers from contracting the virus and its highly transmissible variants. The vaccines have gone through rigorous testing to ensure safety and efficacy.

Making COVID-19 vaccination part of your organization's wellness program offers many benefits to you and your employees. To keep your workplace healthy, consider hosting free, on-site COVID-19 vaccination clinics at your business. Organization interested in hosting one-time or recurring vaccination clinics may contact the Health Department's outreach team by email at [coronavirus@springfieldmo.gov](mailto:coronavirus@springfieldmo.gov) or phone at (417) 874-1211.

Benefits of offering vaccine in the workplace include:

- Keeping the workplace healthy by protecting staff from getting COVID-19
- Reducing absences due to illness or quarantine
- Preventing workplace COVID-19 outbreaks that may impact business
- Showing your staff you care about their health and wellbeing
- Offering a convenient way for staff to receive vaccine

Per CDC guidance, individuals who are fully vaccinated do not have to wear a mask or practice physical distancing while in public settings. It is recommended that individuals who are not fully vaccinated continue to wear a mask and practice physical distancing.

## How to encourage your employees to get the COVID-19 vaccine

Encourage leaders in your organizations to be Vaccine Champions and share testimonials about why they got vaccinated and promote their stories. Invite your employees to wear stickers once they have been vaccinated and post vaccination selfies on social media to encourage others.

Educate your workforce about the benefits of vaccine. Share articles with staff from reliable and trusted sources, such as the CDC, healthcare and public health organizations.



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## Screening & Monitoring

To help protect your employees and the public against the spread of COVID-19, employers may continue screening procedures. The following information can act as a guide for employers who may wish to screen employees each day before work.



Display the attached sign at all employee entrances and in the break room. It will inform those entering that they must complete a screening before beginning their work day. It includes a list of common COVID-19 symptoms.

Symptoms could include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



If any employee is experiencing any of these symptoms, they should go home and contact a health care provider or the Health Department to arrange for testing.

If an employee is not experiencing any symptoms, they should use a contact-less or forehead thermometer to take their temperature and record it on the attached tracking log.



**If they have a temperature that is greater than 100.4 ° F they have a fever and should go home and immediately contact a health care provider or the Health Department to arrange for a COVID-19 test. Please call 417-874-1211 for more information.**



## Prevention Strategies

Businesses and employers can play a key role in preventing and slowing the spread of COVID-19 within the workplace. Organizations should consider implementing the following strategies and policies that are recommended by the Center for Disease Control and Prevention (CDC) and the Springfield-Greene County Health Department to encourage behaviors that allow for a healthy work environment.

- a. It is recommended that masking and physical distancing remain in place for individuals who are not fully vaccinated.
- b. If not all of your staff is vaccinated, use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- c. Actively encourage sick employees to stay home. Ensure that sick leave policies are flexible, non-punitive, and consistent with public health guidance.
- d. If physical distancing is not possible among staff who are not fully vaccinated, contact with individuals who cannot distance should be avoided. For example, if the kitchen is not large enough to properly distance then service staff should distance themselves from all kitchen staff to avoid any close contact.
- e. When weather conditions allow, increase fresh outdoor air by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk

It is strongly recommended that businesses continue to require masking for all individuals who are not fully vaccinated, especially when physical distancing is difficult or impossible.

