

## SIH Work Care

# COVID-19 Employer Resource

### Current recommended strategies for employers to use now:

- » Encourage proper handwashing hygiene for all employees: wash for at least 20 seconds with soap and water. If hands are not visibly soiled, they could also use an alcohol-based hand sanitizer.
- » Encourage employees to cover coughs and sneezes with a tissue and dispose of it immediately.
- » Ask employees to wear a mask if working within 6 feet distance of one another.
- » Perform routine environmental cleaning, ensuring high-touch surfaces are disinfected.
- » Actively encourage sick employees to stay home. Encourage them to contact their primary care provider or call the SIH COVID-19 Hotline (844.988.7800) for medical advice if they have not previously done so.
- » If your employee begins to shows symptoms while at work, send them home and instruct them to contact their primary care provider or call the SIH COVID-19 Hotline (844.988.7800) for medical guidance.
- » Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave or to return to work.

For questions, please visit [sih.net](https://www.sih.net)

Employees should self-monitor, daily, for common COVID-19 symptoms.

### Do you have any of the following symptoms?



Fever at or above 100.0°F



Cough



Shortness of breath



Sore throat

If the answer was **yes to any of these symptoms**, the employee should stay home and contact their primary care provider or call the SIH COVID-19 Hotline (844.988.7800)



## What to do if your employee tests positive for COVID-19

1. Express sympathy to your affected employee.
2. Alert your Human Resources team that someone has tested positive.
3. Alert any co-workers with whom the employee has been in “close contact” over the last 14 days. The CDC defines “close contact” as “a person who has been within six feet of the infected employee for a prolonged period of time.” **The law requires you to tell everyone who was possibly exposed at work without revealing the positive employee’s identity.**
4. Decide who else at your company may need to be informed.
5. Remind employees that discrimination or harassment against individuals who are suspected to have tested positive for coronavirus, or who have been exposed to coronavirus, is strictly prohibited.
6. Consider closing the office for a thorough cleaning; allow employees to work from home if possible.
7. Encourage employees to contact Human Resources with questions or concerns.
8. Connect employees to employee assistance programs and community resources as needed.
9. Refer exposed employees with flu-like symptoms to their primary care provider or call the SIH COVID-19 Hotline (844.988.7800), available 8 a.m. - 8 p.m.