UCON SAFETY TIPS & COMPLIANCE RECOMMENDATIONS
FOR EMPLOYERS:

1. Require sick employees to stay home until their symptoms subside.

2. Issue a memo to employees covering the following topics:
   o The coronavirus that causes COVID-19 (as the disease is called) is thought to spread largely through respiratory droplets from coughing and sneezing, and it seems to spread easily. It may also be possible to become infected by touching a contaminated surface or object and then touching one's nose or mouth.
   o Accordingly, follow Centers for Disease Control and Prevention (CDC) recommendations for preventative actions to help prevent the spread of respiratory viruses, including COVID-19:
      ▪ **Stay home when you are sick.**
      ▪ **Wash your hands often with soap** and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
      ▪ If soap and water are not readily available, use an **alcohol-based hand sanitizer** with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
      ▪ **Avoid touching your** eyes, nose, and mouth with unwashed hands.
      ▪ **Avoid close contact** with people who are sick.
      ▪ **Cover your cough or sneeze with a tissue,** then throw the tissue in the trash.
      ▪ **Clean and disinfect frequently touched objects and surfaces** using a regular household cleaning spray or wipe.
      ▪ Do not use facemasks to prevent being exposed to COVID-19. CDC does not recommend the use of facemasks for the general public to prevent the spread of COVID-19. Facemasks are recommended for persons who have COVID-19 and persons caring for someone with COVID-19.

3. Employers have the ability to (and are in fact required to) keep their workplaces safe and healthy by sending apparently sick or contagious employees home or asking them not to report to work in the first place. If someone does come to work sick, you can send them home. Be consistent in your enforcement and use reasonable judgment as to the level of severity before you send someone home. Review CalOSHA's guidelines for dealing with COVID-19 [https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html](https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html)
4. **Encourage sick employees to stay home.** California has paid sick leave for a reason. Remind employees of your policy, don't discourage them from using paid sick days, and don't count paid sick leave absences as a violation of your attendance policy (as doing so violates California law).

5. **The following link is to the DIR's FAQs** dealing with leaves of absence and pay for exempt employees: [https://www.dir.ca.gov/dlse/2019-Novel-Coronavirus.htm](https://www.dir.ca.gov/dlse/2019-Novel-Coronavirus.htm)

6. **Make sure that you do not show prejudice to people of Asian descent,** because of fear of this new virus. Do not assume that someone of Asian descent is more likely to have COVID-19. Either of these types of assumptions could result in a race or national origin discrimination claim.

7. **As of right now, temperature checks likely constitute an impermissible invasion of employee privacy,** as it is collecting health information that may or may not be relevant. Although it is one of the indicators of COVID-19, until the Equal Employment Opportunity Commission (EEOC) and/or the Department of Fair Employment and Housing (DFEH) approves them, hold off on temperature checks. If temperature checks become necessary, make sure to use hand-held thermal scanners only.

8. **The CDC does not currently recommend the use of masks by healthy people to protect against infection,** and if an employee is sick enough to warrant you requiring the use of a mask, a better practice would be to send him or her home.

9. **Make sure you are stocked up on soap and paper towels to encourage handwashing.** Sanitizing wipes and alcohol-based hand sanitizers can be distributed as well.