

Office Health and Safety

Offer Paid Sick Days

When an epidemic breaks out in the workplace, the company wants to do everything it can to make the hurdle as painless as possible. Some employees have paid time off from the general benefits package, and would gladly stay home in order to recover. Others may not have the time and cannot afford to go without pay. What should the company do? Although it is not required by law, it shows goodwill for a company to allow employees to miss work due to this extenuating circumstance, and not miss pay.

Employees may be required to provide a note from their doctor, stating that they have been diagnosed with a highly contagious illness. How many days they will be paid is up to the company, but as a guide, they should pay the number of days that according to the CDC, the employee is likely

Disinfecting Surfaces

Regularly cleaning surfaces with a chemical such as bleach is an easy and cost-effective way to prevent the spread of germs. Use the instructions on the product you are using to properly disinfect. Disinfecting surfaces should be a daily practice, but during the peak of illnesses such as the cold and flu, these efforts should be done more frequently. This may go without saying, but after disinfecting, be sure to thoroughly wash your hands with soap and water.

be disinfected are:

- Phone
- Desk
- Computer
- Keyboard
- Pen holder
- Door knobs
- Restrooms (toilet handle, stall door handle, faucets)
- Break rooms (tables, sinks, counters, refrigerator, other appliances, trash cans)

Communicate ERP

Conduct training for all employees so you can thoroughly explain what's in the ERP, as well as allow for questions, suggestions, and feedback. Once the training is complete, require employees to sign a form that states they understand and will follow the policy. Human Resources and/or the employee's supervisor should have an electronic and a hard copy. The employee should also be provided with a copy.

When conducting the training:

- Set an approachable, but authoritative tone
- Be succinct
- Be clear
- Provide multiple learning channels (i.e. individual or small group [in-person] and online)