



# COVID-19 UPDATE

MARCH 5, 2020

## Updated Recommendations for Businesses and Workplaces

The County of Santa Clara Public Health Department is taking proactive steps to protect the health of our community. Public Health is making these recommendations in consultation with Centers for Disease Control and Prevention (CDC) and is based on the best information we have at this time. These recommendations are effective immediately and may be updated upon further evaluation and public health need.

### ALTERNATIVE WORK ARRANGEMENTS

Employers should take steps to make it more feasible for their employees to work in ways that minimize close contact with large numbers of people. The novel coronavirus is more likely to spread when a lot of people gather closely. Employers should:

- Minimize the number of employees working within arm's length of one another, including minimizing or canceling large in-person meetings and conferences
- Consider use of telecommuting options for appropriate employees
- Replace in-person meetings with video or telephone conferences
- Consider staggering start and end times to reduce large numbers of people coming together at the same time
- Suspend non-essential employee travel

### STAY HOME IF SICK

All staff should stay home if they feel sick. Sick leave policies should be flexible and consistent with public health guidance and employees should be made aware of these policies. Don't require sick employees to have doctors' notes as healthcare offices are likely very busy and unable to provide that documentation right away.

### REGULAR CLEANING

Exposure is thought to mostly occur through respiratory droplets but surfaces can still transfer the virus from person to person. Frequently touched surfaces should be regularly cleaned. Areas such as doorknobs, tabletops, counters, phones, keyboards and fixtures should be disinfected several times throughout the day.

### ENHANCED HYGIENE

Everyone needs to follow increased hygiene measures that include:

- Wash your hands often with soap and water for at least 20 seconds
- Use alcohol-based hand sanitizer if soap and water are not available
- Avoid close contact with other people
- Avoid touching your eyes, nose and mouth
- Cover your cough or sneeze with a tissue

### STAY INFORMED

**Information is changing frequently.** Check and subscribe to Public Health's website and social media pages:

**Website:** <http://sccphd.org/coronavirus>

**Facebook:** <https://www.facebook.com/sccpublichealth/>

**Instagram:** @scc\_publichealth

**Twitter:** @HealthySCC

