

# COVID-19 Checklist

## Businesses and Employers

### Top Things You Can Do to Prepare for COVID-19

All Minnesotans are being asked to practice social distancing whenever possible. This can be hard for businesses and employers to navigate when balancing the needs of their organization, customers, and employees. Take the following actions to help minimize the spread of COVID-19 and keep everyone healthy.

#### Stay in Compliance with the Most Recent Updates

- › [Minnesota OSHA provides up to date information](#) and sources related to compliance with COVID-19.
- › The Minnesota Department of Health (MDH) offers [COVID-19 Information for Businesses and Employers](#) including Sick Leave Policies, Worker Protections, and Behavioral Health and Emergency Preparedness.

#### Share Information about Unemployment Benefits

[The Minnesota Department of Employment and Economic Development](#): “On March 16, 2020, Minnesota Governor Tim Walz issued an executive order to ensure workers affected by the COVID-19 pandemic have full access to unemployment benefits.”

Continue to distribute *only reputable* education, resources, services, and updates to employees.

- › Visit the [Minnesota Department of Health](#) or Centers for Disease Control websites for current recommendations and resources.

#### Support for Small Businesses and Non-Profit Organizations

- › Small businesses impacted by COVID-19 can stay informed about resources, loans, and other assistance available to help. [The Minnesota Chamber of Commerce](#) will keep their website updated with the most recent developments and resources.
- › U.S. Small Business Administration’s Economic Injury Disaster Loan program is available at [SBA.gov/disaster](#).

#### Social Distancing

[Health Officials recommend the following strategies](#) to help slow or prevent the spread of COVID-19:

- › Employers making telework arrangements for workers whose duties can be done remotely.



**Wash your hands.**



**Stay home when sick.**



**Cover your cough.**



**Keep 6 feet apart.**



**Stay informed.**

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- › Employers staggering work schedules and limiting non-essential work travel.
- › Actively encourage sick employees to stay home until they are free of fever or symptoms (without the use of medication) for at least 24 hours. Do not require a healthcare provider's note.

### If Employees Do Report to Work

- › Ensure that your sick leave policies are up to date, flexible, and non-punitive to allow sick employees to stay home to care for themselves, children, or other family members.
- › Consider encouraging employees to do a self-assessment each day to check if they have any COVID-19 symptoms (fever, cough, or shortness of breath.).
- › Separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Restrict their access to the business until they have recovered.
- › Reinforce key messages from the [Minnesota Department of Health](#):
  - Wash your hands thoroughly with soap and water.
  - Stay home when you are sick.
  - Cover your cough and sneeze.
- › Provide protection supplies such as soap and water, hand sanitizer, tissues, and no-touch disposal receptacles for use by employees.
- › Frequently perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.
- › Be prepared to change business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations).

For up to date, accurate information, visit the Minnesota Department of Health (MDH) [Prepare and Prevent: COVID-19](#) webpage, or the Centers for Disease Control (CDC) [Coronavirus webpage](#).

