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## **Return to Work Best Practices**

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Safety has always been of prime importance to hardwood company leaders, but more so now, as federal, state, local governments, as well as the private sector, work to safely re-open the economy. To keep your business and your employees as safe as possible, the Hardwood Federation offers these “best practices,” to assist you in your efforts.

The Centers for Disease Control and Prevention (CDC) Best Practices is a good place to start. CDC recommends focus on maintaining appropriate cleaning and disinfecting, updating best practices for social distancing within your workplace, and strategies that can be implemented quickly to respond to COVID-19.

### **Maintaining a Healthy Work Environment:**

- Perform routine environmental cleaning and disinfection with special attention placed on cleaning and disinfecting frequently touched surfaces, and providing disposable wipes so employees can clean before and after use.
- Deep cleaning and disinfecting are required if any employee, customer, or visitor is confirmed to have COVID-19.
- Support respiratory etiquette and hand hygiene for employees, customers, and visitors. This can include providing (or providing more) and maintaining tissues, soap and water, hand sanitizer (and hand sanitizing stations), hygiene posters, and discouraging hand shaking or touching.

### **Reducing Transmission Among Employees:**

- Actively encourage sick employees to stay home. Employees with symptoms should notify their supervisor and stay home to reduce the risk of transmission to other employees.
- Consider which employees may be higher risk to illness, and minimize face-to-face interactions and try to maintain a six-foot distance between employees.
- Educate employees about how they can reduce the spread of COVID-19 including frequently washing hands with soap and water for at least 20 seconds; avoiding touching the face, eyes, nose, and mouth – especially with unwashed hands; covering the mouth and nose as much as possible; cleaning and disinfecting frequently touched surfaces; and avoiding using another employee’s phone, desk, computer, or tools and work equipment.
- Immediately separate employees who become sick during the workday.

### **Maintaining Healthy Business Operations:**

- Assess your essential functions and be prepared to change or tweak business practices to maintain critical operations. Identify alternate supply chains if possible,

and maintain communications with customers and supply chain entities to let them know your policies, plans, and reasons for actions.

- Identify a workplace coordinator to be responsible for COVID-19 issues and how they impact and will be initiated in your workplace.
- Implement flexible sick leave policies and practices consistent with local and state guidance.
- Connect employees to assistance programs, HR materials, and other resources if possible.

To make your worksite as safe as possible for you, your employees and their families, the complete CDC guide is available at [www.cdc.gov](http://www.cdc.gov). Also, be sure you are compliant with state and local requirements, and as always, consult with your HR professionals or legal team should you have questions or specific concerns.

Wishing you and yours good health and safety.