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## Coronavirus guidance for businesses

The CDC has an excellent webpage to help businesses develop policies and plans for an infectious disease outbreak.

Issues to consider include:

1. Policies for telecommuting (what functions are eligible, what tools/data/etc need to be in place to make it work)
2. Policies for domestic and international travel (when to postpone, procedures for returning to work)
3. Policies for increasing social distancing (considerations for cancelling in-person meetings, adopting flexible staffing patterns, modifying customer interactions to reduce contact, etc). What criteria would you use to decide to close the facility?
4. Cleaning protocols for the facility
5. Sick leave policies that don't penalize people for staying home (consider also those who need to provide care for a dependent)
6. Employee procedures for reporting illness to employer
7. Signage and supplies to support good hygiene (soap, paper towels, tissues, disinfectants, etc.)
8. Communications plan – designated person to communicate timely and factual information, and plan for training that person. Identify which resources are reliable to use as info sources (CDC, Mass. Dept Public Health, Local Board of Health, WHO, others)
9. Policies on use of personal protective equipment when appropriate
10. Identification of isolation area if a person becomes ill on the job site
11. Identification of critical services that must be continued even with staff illnesses/quarantines, and identification of services that can be deferred. Identify primary and back up people for all essential services. Identify needs for cross-training and credentialing to ensure back up staff can perform essential services.

We encourage Peabody-based businesses to consult with the Board of Health if you are considering a decision to close your facility or if you need guidance on implementing any other social distancing measures.

Additional guidance for businesses <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html?fbclid=IwAR1ijdHRumYDUwvMdKNQbHJ0BLOr353b2GBGvuQOfk2Vtf3VkyNuHMcJ-w>