

Employment Health Factsheet

Our team of professionals at TMASF Connects Career have developed a resource sheet designed to provide current and credible references for our tenants working in a member building. This package also contains a sample template, attached separately, for an agreement between employers and employees that stipulates wellness standards for employees physically working in an office. Please feel free to modify and use on your own letterhead. We are using this form ourselves at TMASF Connects and it has provided an additional level of comfort that we are taking every possible measure to keep our employees and workplace healthy.

The Employment Development Department of California has employment guidelines and support services for those affected by COVID-19. Please see below for differences between typical allergy, cold, and flu symptoms from CNN, or Click Here for a more extensive list of symptom differences between a cold, flu, and Coronavirus from SF Chronicle. The following pages of this resource sheet contain more information on prevention, protocol, and advice during the outbreak.

- [CDC - Stop the Spread of Germs](#)
- [CDC - What to do if you are sick with 2019 Novel Coronavirus](#)
- [Dr. Oz - Coronavirus Survival Protocol](#)
- [Taft Employment Law - Coronavirus Advice to Employers](#)

CORONAVIRUS OR SOMETHING ELSE?

COLD OR ALLERGIES: <input checked="" type="checkbox"/> ITCHY EYES <input checked="" type="checkbox"/> STUFFY NOSE <input checked="" type="checkbox"/> SNEEZING	FLU OR CORONAVIRUS: <input checked="" type="checkbox"/> FEVER <input checked="" type="checkbox"/> FATIGUE <input checked="" type="checkbox"/> BODY ACHES <input checked="" type="checkbox"/> COUGH <input checked="" type="checkbox"/> WORSENING SYMPTOMS
	CORONAVIRUS: <input checked="" type="checkbox"/> SHORTNESS OF BREATH <input checked="" type="checkbox"/> HISTORY OF TRAVEL <input checked="" type="checkbox"/> EXPOSURE

SYMPOMS AND RISKS VARY FROM PERSON TO PERSON. ALWAYS CHECK WITH YOUR DOCTOR.

Sources: *CDC, Mayo Clinic*

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



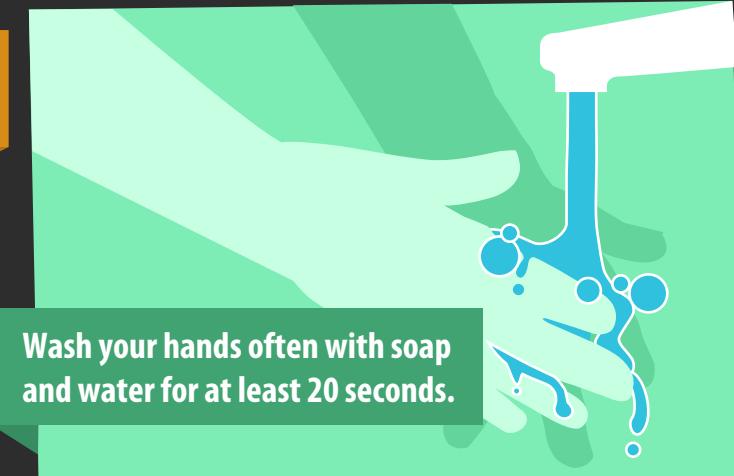
Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



What to do if you are sick with coronavirus disease 2019 (COVID-19)

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home

People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Animals: Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate. When working with your local health department check their available hours.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.



For more information: www.cdc.gov/COVID19

DR. OZ'S CORONAVIRUS SURVIVAL PROTOCOL

LIFESTYLE

GET ENOUGH SLEEP



- > 7 HOURS PER NIGHT

EXERCISE REGULARLY



- AIM FOR 30 MINUTES EVERY OTHER DAY

IMPROVE YOUR AIR QUALITY



- VIRUSES DISLIKE HUMID AIR SO USE HUMIDIFIER
- HEPA FILTERS DECREASE THE NUMBER OF VIRUS PARTICLES IN THE AIR

MEDITATE



- MAY SUPPORT IMMUNE SYSTEM

HYGIENE

HANDSHAKES ARE CANCELLED



- HANDSHAKING TRANSFERS 10X MORE GERMS THAN FIST-BUMPING
- EMBRACE THE POWER OF A GOOD HEAD NOD

ELIMINATE FACE TOUCHING



- CORONAVIRUSES TYPICALLY LIVE FOR OVER A WEEK ON MANY SURFACES
- FINGERS TRANSFER THE VIRUS TO YOUR EYES, NOSE, OR MOUTH DOZENS OF TIMES PER HOUR

TRIPLE YOUR HANDWASHING TIME



- ONLY 5% OF US WASH OUR HANDS WITH SOAP AND WATER FOR 20 SECONDS
- USE HAND SANITIZER WITH AT LEAST 60% ALCOHOL

DISINFECT SURFACES



- USE DISINFECTANT SPRAYS INSTEAD OF WIPES, WHICH CAN SPREAD GERMS FROM ONE SURFACE TO ANOTHER
- LET THE SURFACE REMAIN WET FOR 3 MINUTES PRIOR TO DRYING

PREPARATION

HAVE A TWO-WEEK SUPPLY OF ESSENTIAL ITEMS, INCLUDING:

HOUSEHOLD SUPPLIES



- TOILET PAPER, SOAP, DETERGENT

FOOD



- TRY FOR SHELF-STABLE PANTRY GOODS AND FREEZER-FRIENDLY ITEMS

MEDICATIONS



- PRESCRIPTION & O.T.C.

IMMUNITY SUPPORTS

EAT YOUR FRUITS AND VEGETABLES



- EATING LEAFY GREENS AND FRUITS HIGH IN VITAMINS LIKE CITRUSES, BLACKBERRIES, AND KIWI PROVIDE YOUR BODY WITH ESSENTIAL VITAMINS AND MINERALS

VITAMIN D3



- 1200 IU DAILY

GET THE FLU SHOT



- TO AVOID CONFUSING SEASONAL FLU WITH COVID-19

START NOW

IF YOU'RE SICK

ZINC



- 80MG DAILY

VITAMIN C



- 250MG TWICE DAILY

BETA-GLUCAN



- 250MG DAILY

ELDERBERRY



- SYRUP OR LOZENGES FOUR TIMES A DAY FOR 5 DAYS



Coronavirus (COVID-19) Employer Guidance

Prepared: March 11, 2020

News about the increasing threat of coronavirus have employers wondering how to prepare their businesses and their employees for corona-related impact. It's up to employers to advise employees and protect against the spread of illness in our workplaces, including COVID-19*:

Advise Employees About Preventative Measures:

- Frequent handwashing with soap and water for at least 20 seconds.
- The CDC recommends singing Happy Birthday twice to approximate 20 seconds' washing time.
- Consider sending out handwashing guidelines, like the Centers for Disease Control (CDC)'s [handwashing website](#).
- Use hand sanitizer when handwashing isn't possible. Use a formula with at least 60% alcohol (per the CDC).
Sanitizers can quickly reduce the number of germs on hands, but they are not effective against all viruses.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue and then dispose of the tissue.
- Advise employees to stay home if they are experiencing a fever or other symptoms of illness.
- Advise employees to seek immediate medical attention if they experience flu-like symptoms or believe they have been exposed to coronavirus.
- If employees become sick at work, send them home.
- Clean and disinfect frequently touched surfaces, such as copiers, elevator buttons, and door handles with a cleaning spray or wipe.
- The CDC does not recommend general use of a facemask for people who are well. Facemasks should be used by people who show symptoms.
- Consider distributing hand sanitizer to employees and making sanitizers available in common areas such as conference rooms, lunch and break rooms, restrooms, reception areas, etc.



Implement Calm, Regular Employee Communications:

- Provide helpful resources from known sources:
 - [CDC Guidelines for Prevention and Treatment of COVID-19](#)
 - [World Health Organization's Q&A on Coronaviruses](#)
 - [CDC's Coronavirus Disease Information for Travel](#)
- Remember that the hype of the 24-hour news cycle can create panic. The news coverage isn't designed to take a long view and can cause overreaction.

Review Your Disaster Preparedness Plan and Policies

- Review and share your disaster preparedness plan in case employees must work from home.
- Ensure that those who may work from home have up-to-date remote access information and tools. Management, in particular, may wish to be prepared to work from home.
- Ensure you have accurate personal emails and mobile phone numbers. Remember: if non-exempt employees work during non-working hours, including responding to emails or texts or phone calls, they must be paid in accordance with the Fair Labor Standards Act.
- Consider limiting travel, particularly by air. If traveling, see the [CDC's Coronavirus Disease Information for Travel](#).
- Remember: under OSHA, these and other highly communicable diseases count as “known hazards” under that law which means employers have an obligation to protect their workforces from those hazards.
- OSHA does not have specific standards relating to COVID-19, but indicates that “some OSHA requirements may apply to preventing occupational exposure to COVID-19.” Review OSHA’s [COVID-19 website](#), including [COVID-19 standards](#).
- Any type of influenza, including COVID-19, could qualify as a serious health condition under the Family and Medical Leave Act (FMLA) or state-specific family leave regulations. Generally, companies with 50 or more employees are covered by FMLA and states have differing requirements.
- Influenza and other viruses could rise to the level of a disability under the Americans with Disabilities Act and state disability statutes. Care must be taken not to discriminate on this basis.

**There are many types of human coronaviruses, some of which cause mild upper-respiratory illnesses. The current threat which was initially identified in Wuhan, China is coming from a newly identified coronavirus named COVID-19 for Coronavirus-19.*