



The following information may be used as a guide for preparing to prevent and to respond to the Coronavirus and other such virus events. This information comes from sources that include The Center for Disease Control and Prevention, US Department of Homeland Security, The American Red Cross and other sources. This is only meant as an example to create awareness.

Coronavirus - Information for Employers

< Building Management should be consulted to understand the resources that are available >

The onset is sudden and the illness is generally mild (although it can be more severe in older people). The duration of the illness is normally short, rarely more than a couple of days and most people make a full and rapid recovery. Symptoms usually appear within 24-48 hours of being exposed to the virus. Even after a patient's vomiting or diarrhea has stopped, they go on shedding virus from their body for at least 48 hours. Ensuring that staff do not return to work is extremely important in limiting the onward spread of infection.

Symptoms that may be apparent in your office or community:

Common signs may include respiratory symptoms, fever, cough, shortness of breath, and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

Hand washing is important in preventing the spread of such viruses

- **After** using or cleaning the toilet
- **After** attending to anyone with diarrhea or vomiting
- **After** touching anything contaminated by diarrhea or vomiting
- **After** handling contaminated clothing or bedding (including nappies)
- **Before** handling, preparing, serving, or consuming food or drink

Are there any types of employees who present a particularly high risk of spread?

- Food handlers whose work involves unwrapped or ready to eat food,
- Health care staff who have contact with food or patients,
- Those who may find it difficult to practice good personal hygiene

Are there any other instances where this virus may be prevalent?

- Airports, Train Stations, Car Rental, Community Transit, other such
- International Travel, Exchange Students, Gatherings of all kinds
- Children at nurseries can have frequent interaction to promote such
- Public transportation, restaurants, public places, etc.



Protecting your staff:

Standard recommendations to reduce exposure to and transmission of a range of illnesses include maintaining basic hand and respiratory hygiene, and safe food practices and avoiding close contact, when possible, with anyone showing symptoms of respiratory illness such as coughing and sneezing.

It is important to be prepared for the possibility of sickness in the workplace by having any necessary cleaning equipment and staff designated to clean and decontaminate soiled areas.

If staff report in sick with symptoms they should remain off work until their vomiting and diarrhea has stopped and for 48 hours afterwards. Staff returning to work while still infectious are very likely to reintroduce infection make even more staff members ill.

If a staff member vomits at work:

- The vomit should be cleared up immediately
- The staff member should remain out of work until they have been free from vomiting and/or diarrhea for 48 hours.
- Following any episode of vomiting, the vomit should be treated as potentially infectious. As far as possible a staff member should be designated to clean and decontaminate soiled areas. **This person should never be employed in food preparation.**
- Cleaning up after a vomiting (or fecal) accident, using hot water and detergent is important. If a staff member vomits, follow these steps:
 - I. **Cover** the area of vomit or diarrhea (with paper towels to soak up liquid)
 - II. **Clear** other staff away
 - III. **Cordon** off the immediate area
 - IV. **Call** the staff member responsible for cleaning who will
 - V. **Clean** and decontaminate the area.
- When cleaning up vomit or diarrhea, staff should protect themselves by wearing disposable rubber gloves and if available wear a plastic disposable apron.
- Carefully remove the material for safe disposal – a plastic dustpan is a useful scoop. The material should be then flushed down the toilet.
- When as much of the material as possible has been removed, thoroughly wash the area and any equipment used with detergent and hot water and then disinfected.
- Wash down food contact surfaces with detergent and hot water, using a disposable cloth, then disinfect with 0.1% bleach solution. Thoroughly clean soiled carpets and soft furnishings with hot water and detergent/carpet shampoo. Steam cleaning works well.

Continuity Dynamics, Inc. is a Wilmington, DE based risk management firm providing critical solutions for SMB firms to the Enterprise firms both nationally and internationally, with The International Medical Corps, The American Red Cross and many others with a focus on public- and private-sector collaboration.