Spectrum Health

Top 5 Tips to Keep Employees Safe
FOR EMPLOYERS

Staying safe and keeping employees healthy at work comes down to practicing these top five tips **together, frequently and consistently.**

Disinfect high-touch surfaces frequently.
The virus may linger on surfaces for hours or up to several days. Disinfect work environments daily as required. Frequently disinfecting countertops, doorknobs, faucets and other shared surfaces reduces exposure.

Provide protective equipment to employees.
Your business and work spaces may require different protective needs including masks, shields, gloves or barriers. Reconfigure work areas and common spaces to allow for more distance between employees. Encourage working remotely, if possible.

Communicate openly and often.
Communicate, reinforce (and enforce) expectations or new procedures. Listen and make it safe for employees to share their concerns. Modify sick leave, PTO or other policies to make it easy for employees to stay home if they are sick.

Educate employees.
Post fliers and reminders of hand washing, physical distancing, mask wearing and symptom checking. Help your employees understand the importance of practicing all of these actions together.

Check symptoms daily.
Virus symptoms present differently for everyone including not showing symptoms at all. Daily symptom checking is a preventive measure to help ensure symptomatic employees are staying home. Call 616.486.1075 for questions and advice about screenings or exposure.