We all share the benefits and responsibility of a healthy and safe workplace.

The onset and disruption stemming from COVID-19 has reminded many of us that our teams are our most important and valuable assets.

Governor Kelly has allowed offices to reopen but executive orders released in recent weeks require those businesses to adhere to strict safety measures, and some counties are recommending face covering while some are requiring them. We understand that many employees are concerned about safety and we want our teams to be assured we are taking their concerns seriously.

As you continue to do your part to protect your employees, clients, and your community we are providing this “Toolkit”, which includes a variety of helpful tips for you to continue efforts to prevent viral transmission. For starters, refer to these guideline resources:

- Refer to Ad Astra: A Plan to Reopen Kansas for the phases in re-engaging Kansas’ economy and gradually resuming in-person activities.
- Refer to the COVID-19 Workplace Safety Guidance provided by the Kansas Department of Labor.
- For a COVID-19 preparedness and response plan, refer to recommendations developed by the OSHA.
- Follow the CDC cleaning and disinfection guidance to limit exposure.
- Refer to the EEOC’s Pandemic Preparedness in the Workplace and the Americans with Disabilities Act
As your organization contemplates returning to the office, consider the precautionary measures you need to implement to protect yourself, your customers, your clients and your team. Review this checklist of best practices as you re-open your workplace:

**IN THE OFFICE**

- Think about implementing staggered shifts to maintain physical distancing.
- Consider scheduling employees who sit next to each other to come to the office on opposite days.
- Alternatively, you could eliminate assigned seating to allow for nightly desk sanitation and more options for spreading out.
- Determine an approach to implementing some level of health assessment for employees before they get to work or upon arrival, such as checking temperatures or completing a symptom questionnaire.
- Provide employees with an outline of the policy and rules you are implementing for their safety.
- Maintain candid communication with staff and remain open to their suggestions.

Even though Kansas is reopening, Governor Kelly has recommended continuing remote work if your staff can do so effectively.

**REMOTE WORK**

- Be cognizant of the potential lack of childcare and remain flexible with telecommuting and remote work policies for parents.
- Consider employee perceptions of safety in your phase-in schedule and physical work configuration.
- Recognize that employees may have an undisclosed health issue or concern; keep communication lines open and remain open to some employees’ need to continue working remotely.
- Continue supporting remote teams with these success factors tools:
  - Essential Habits of Working Remotely *(KSCPA members only)*
  - Remote Team Building & Culture *(KSCPA members only)*
HEALTH & SAFETY
Policy Best Practices

Establish a written policy that outlines safety requirements you are implementing for your team’s health and safety and provide it to employees. Consider including the following best practices:

- Conduct daily entry self-screening protocols for all employees, contractors or clients entering the workplace (see page 5 for an example).
- Require face coverings for employees, clients and customers (see page 4 for handout).
- Encourage good hygiene – hand washing, sanitizing and social distancing (see page 6 for handout).
- Promote remote work when possible and restrict non-essential travel.
- Require sick employees to stay home. If a staff member has come into work sick, require that person to be sent home and be prevented from returning to work until they have fully recovered. Additional steps:
  - Require employees to report when they are sick or experiencing symptoms of COVID-19
  - Notify the local health department AND anyone who may have encountered the individual with a confirmed case of COVID-19 within 24 hours
  - Mandate confirmed cases of COVID-19 do not return to work until:
    - at least 3 days (72 hours) without fever -and-
    - improved respiratory symptoms (cough/shortness of breath) -and-
    - at least 10 days have passed since symptoms first appeared
- Establish a policy that addresses a situation where an employee refuses to abide by the safety requirements set forth. Determine if a worker’s disability is the reason and if so, engage in the normal interactive dialogue under the Americans with Disabilities Act.
- Advise employees on what to do if they have additional safety concerns. For example:
  - First, talk with leadership to try to understand the thought-process for decisions and work together to discuss solutions.
  - Employees with questions regarding workplace safety and health may contact Kansas Department of Labor at 316-269-6644
Facial coverings help slow the spread of COVID-19 and should be worn when a distance of 6 feet cannot be maintained. For more extensive guidelines, refer to the [CDC’s Guidelines for Cloth Face Coverings](https://www.cdc.gov/mmwr/volumes/69/wr/mm6908e1.pdf).

- Face coverings should fit snugly (but comfortably) over the nose and mouth and secure with ties or ear loops
- Include multiple layers of fabric
- While in use, avoid touching the mask

### COVID-19 FACEMASKS VS. RESPIRATORS

<table>
<thead>
<tr>
<th>Facemask Type</th>
<th>Testing &amp; Approval</th>
<th>Intended Use &amp; Purpose</th>
<th>Who Should Wear?</th>
<th>Face Seal Fit</th>
<th>Fit Test Required?</th>
<th>User Seal Check Required?</th>
<th>Filtration</th>
<th>Leakage</th>
<th>Use Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloth or Paper Face Mask</td>
<td>Not tested or approved, but recommended by the Centers for Disease Control and Prevention (CDC)</td>
<td>To prevent transmission of the virus between people in close proximity</td>
<td>Everyone in public settings where social distancing is infeasible, e.g., grocery store or pharmacy</td>
<td>Loose-Fitting</td>
<td>No*</td>
<td>No</td>
<td>Not classified as a filtering face-piece respirator to protect against inhaling smaller airborne particles</td>
<td>Leakage occurs around the edge of the mask when user inhales</td>
<td>Reusable. Launder routinely. Discard if mask becomes damaged.</td>
</tr>
<tr>
<td>Surgical Face Mask</td>
<td>Cleared by the U.S. Food and Drug Administration per 21 CFR 878.4040</td>
<td>A fluid resistant barrier designed to protect the wearer from large droplets, splashes or sprays of bodily or other hazardous fluids.</td>
<td>Healthcare workers when N95 respirators are not available and patients who are suspected or confirmed to have COVID-19</td>
<td>Loose-Fitting</td>
<td>No*</td>
<td>No</td>
<td>Not classified as a filtering face-piece respirator to protect against inhaling smaller airborne particles</td>
<td>Leakage occurs around the edge of the mask when user inhales</td>
<td>Not designed for reuse. Discard after each patient encounter.</td>
</tr>
<tr>
<td>Filtering Facepiece Respirator (i.e., N95)</td>
<td>Evaluated, tested and approved by National Institute of Occupational Safety &amp; Health (NIOSH) per 42 CFR Part 84</td>
<td>Protects the wearer from small particle aerosols and large droplets.</td>
<td>Workers providing care or in prolonged proximity to suspected or confirmed COVID-19 cases</td>
<td>Tight-Fitting</td>
<td>Yes**</td>
<td>Yes</td>
<td>Filters ~95% of small airborne particles</td>
<td>When properly fitted, minimal leakage occurs around edges of the respirator when user inhales</td>
<td>Ideally discarded after each prolonged encounter with a suspected or confirmed COVID-19 case; limited reuse acceptable under certain conditions.</td>
</tr>
</tbody>
</table>
NOTICE:

Daily entry self-screening protocols for all employees, contractors or clients entering the workplace.

By walking into the office, I attest that I did NOT answer “YES” to any of the questions below. If I answer “YES” I will exit the property and seek medical advice.

- Do you currently have or suspect you have COVID-19?
- Do you exhibit any of the following symptoms now or have you exhibited them in the last 14 days?
  - Fever of 100.4 or Higher (I took my temp this morning.)
  - Cough
  - Shortness of Breath or Difficulty Breathing
  - Fatigue
  - Muscle or Body Aches
  - Headache
  - New Loss of Taste or Smell
  - Sore Throat, Congestion or Runny Nose
  - Nausea or Vomiting
  - Diarrhea
- Have you had contact with a confirmed COVID-19 patient in the past 16 days?
- Have you been in close contact (within 6-feet for at least 15 minutes) with a suspected person (displaying mild respiratory flu-like symptoms) within the last 16 days?
- Have you self-isolated due to a suspected or confirmed COVID-19 exposure in the last 14 days?
Before You Touch, Please Suds Up!

Employees should clean hands often. Wash hands with soap and water for 20 seconds, including immediately after removing gloves.

If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used.

WASH HANDS:

- After using the restroom
- Before eating or preparing food
- After blowing one’s nose, coughing or sneezing
- After contact with animals or pets
- Before touching eyes, nose or mouth
- Before touching items such as drawer handles, coffee pots, the microwave or refrigerator