

COVID-19 Information for Employees

Your employer should have a plan to protect you from getting COVID-19.

Talk to your employer. Ask for a copy of their plan. Get support to understand it. The plan must include:



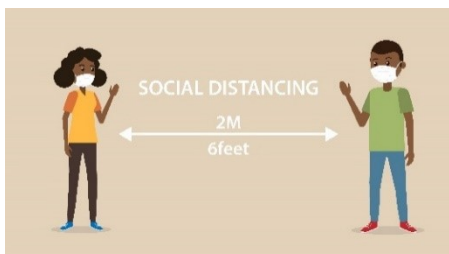
Ways to make the workplace safer (For example: adding **plastic shields between workstations**, moving workstations further apart from each other)

Wearing a mask and other face coverings.

[Click here for more details](#)



Personal Protective Equipment - People may use gloves, a face mask, goggles or glasses to keep germs out of their body.



Social distancing or keeping people 6 feet away from each other. 6 feet (2 meters) away is about the length of a bed. Look at the person and make sure a bed would fit between you. If you work inside, open doors and windows. Your employer will tell you how many people can be in the room.



You should stay home from work if you have any of the signs or symptoms listed on page 4.

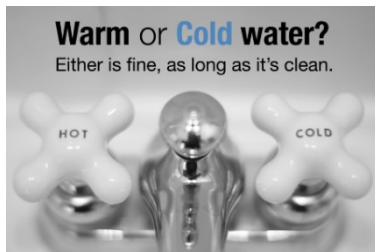
If you were tested and you have COVID-19 you should not be at work. Some people who have COVID-19 do not feel sick. If you had contact with anyone who has been told they have COVID-19 you must stay home and isolate from others for 10 days.

Hand Washing and Hand Sanitizing

Washing your hands is one of the best ways to keep from getting sick.

Hand Washing Video at: <https://www.youtube.com/watch?v=d914EnpU4Fo>

Do these 5 steps every time:



1. Wet your hands with clean, running water. It can be cold or warm. Next turn off the water. Put soap on your hands.
2. Rub your hands together. Get soap all over your hands (on the back of your hands, between your fingers and under your nails).
3. Keep rubbing and scrubbing your hands for 20 seconds. It helps to hum the “Happy Birthday” song. Hum it 2 times.
4. Rinse your hands with clean running water.
5. Dry your hands in the air or with a clean towel.

Masks and Face Coverings



Wear a cloth face covering at work and in public. It is an important way to protect others from getting COVID-19. Employees must wear face coverings over their nose and mouth when around others. Some stores are using a clear plastic shield to protect cashiers.

For all workers:

- Wash your hands often
 - Wear a cloth mask
 - Cough or sneeze into your elbow or a tissue & throw it away
 - Avoid touching your eyes, nose, or mouth
 - Stay away from people who are sick
 - If soap and water are not available, use hand sanitizer
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Rules At Work During COVID-19

You may be screened before you start working each day. The rules for screening are from your state health department. It could mean:



- Having your temperature checked
- Asking if you have a fever, cough, and/or difficulty breathing, or other symptoms
- Asking if you have been in contact with anyone who has tested positive for COVID-19.

Eating lunch and taking a break



Many break rooms and cafeterias are closed. You may be asked to eat lunch or take a break in the same place where you work. Sometimes where we work is not a safe place to eat a meal.

Your employer will find a safe place for you to eat and take a break. During the COVID-19 emergency, please follow these safety rules:



- Look for a sign saying how many people can be in the area. It will remind you to stay 6 feet apart. It will tell you the rules for cleaning and hand washing.



- There must be a place to wash your hands where you enter the room or area to eat. It may be a hand sanitizer.



- Employees may be required to wipe down their area before they leave. Your employer will make sure to clean the area throughout the day.

Transportation



Cars - No more than 2 people should be in a vehicle when working. You should wear face coverings while riding together.



Public Transit – If you take a bus or train to work:

- wear a mask
- avoid touching surfaces
- practice social distancing
- wash your hands as soon as get to your destination

Tools and equipment must be cleaned & sanitized often.

Your employer will tell you the rules for cleaning tools and equipment. If it is your job to clean, your employer will show you how to clean. They will give you the cleaning supplies. They will tell you how often you need to clean tools and equipment.



Respirators

Some workers use respirators. A respirator is a tight-fitting mask. It keeps out smoke, dust, and germs or viruses. It is one kind of personal protective equipment.

There is a test to make sure it fits correctly. Make sure your employer has a plan to check your mask to see if it fits.

The Risks of Getting the Virus at Work



BE INFORMED:

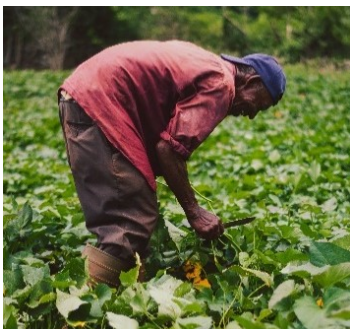
Know Your Risk During COVID-19

On a scale of 1 to 10, how risky is...



The chance of you getting COVID-19 at work depends on the type of job you have. It also depends on the number of cases of COVID-19 in your community. Doctors in Texas made a [chart](#) to use when deciding where to go. It ranks activities and places in the community from 1 to 9 based on your chance of getting COVID-19. This chart is also available in [Spanish](#).

Examples of jobs with a Low Risk of Getting COVID-19



- Working in a small office with no contact with the public.
- Working from home.
- Working outside.
- Jobs that do not require a person to be within 6 feet of coworkers or the public.

Examples of jobs with a moderate risk of getting COVID-19 include working at a:



- Stores or a shopping mall
- A hotel or library
- A school or large office building open to the public

Examples of jobs with a higher risk of getting COVID-19 include working at a:



- Places with patients who may have COVID-19 (Nursing home or a hospital)
- An amusement park, a gym or a bar

Links to Helpful Documents

[Plain Language Tips For People with Disabilities About Working With Support Staff During Covid-19](#)

[OSHA guidance for grocery and retail worker safety](#)

[OSHA guidance for construction worker safety](#)

[OSHA guidance package delivery worker safety](#)

[OSHA guidance for manufacturing worker safety](#)

Visit OSHA's website at <https://www.osha.gov/SLTC/covid-19/>

Visit CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>