



# BUSINESS RESOURCES

## *Employer's Guide to COVID-19*

In light of Centers for Disease Control & Prevention recommendations for COVID-19, known as coronavirus, many business are requiring individuals entering their facilities to be asked the questions below. Staff asking the questions must ensure they keep a social distance (at least 6 feet) from the individuals being screened. Hand sanitizer is recommended at each screening station.

Do you, or did you, have a fever $\geq 100.4^{\circ}$ Fahrenheit ( $38^{\circ}\text{C}$ ) or symptoms of a fever such as chills, muscle aches and/or weakness within the past 24 hours?	YES	NO
Do you have symptoms of respiratory illness? (e.g. cough, shortness of breath)	YES	NO
Have you had close contact with a person who has tested positive or is under investigation for COVID-19 within the last 14 days?	YES	NO
Have you traveled outside of the U.S. or been on a cruise ship in the last 14 days?	YES	NO

If the person answers NO to all questions, they may enter facilities.

If the person answers YES to any questions, further screening may be necessary.

If the person answers YES to Question No, 4, the person may NOT enter facilities.

### **Other tips for proactively responding to COVID-19:**

*Actively encourage sick employees/candidates to stay home.*

- Employees with symptoms should stay home and not return until discontinued from isolation.
- Employees with sick family members in the home should notify their supervisor and follow CDC guidelines.
- Implement flexible sick leave and supportive policies that permit employees to stay home if sick or if taking care of a family member.

*Follow CDC recommended social distancing guidelines in your business.*

- Avoid large gatherings, stay six feet away from others and use only your own supplies.
- Implement flexible worksites, work hours and meetings/travel options that increase physical space between employees and customers.
- Downsize all nonessential operations and consider alternative service options, such as curbside pick-up or delivery.
- Provide tissues, sanitizers, soap and water in the workplace, and encourage hand hygiene while discouraging handshaking and other forms of contact.

*Always use Business Travel Letter and Delivery Record Sheet when necessary. Both documents are available at [agriculture.mo.gov](http://agriculture.mo.gov).*

**For more information, visit <https://www.dol.gov/coronavirus>.**

*[www.MissouriGrownUSA.com](http://www.MissouriGrownUSA.com)*