



PROTECTING WORKERS: GUIDANCE ON MITIGATING AND PREVENTING THE SPREAD OF COVID-19 IN THE WORKPLACE

Guidance posted 1/29/2021
By the Department of Labor

A **Guidance** is advice from the government, not a law. It can be used to clarify what a law says.

Purpose: In this guidance, OSHA gives advice to employers and workers on how to make the workplace safer during COVID-19. The guidance states how dangerous COVID-19 is and how easily it is passed from one person to the next.

WORKERS

- Stay home from work if you are sick
- Wear a mask
- Stay 6 feet away from other people
- Wash your hands often
- Don't touch your face
- Sneeze and cough into your elbow, not your hand

**Ask your employer about the
COVID-19 Prevention Program
in your workplace!**

To read the full guidance, [click here](#).

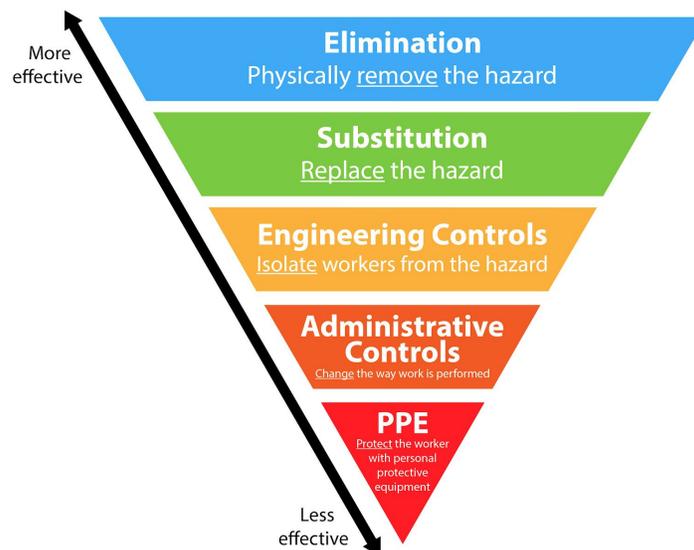
EMPLOYERS

- [Work with employees to develop and implement a COVID-19 Prevention Program](#)
- Reduce the number of people in the workplace. Have employees work from home if possible.
- Improve ventilation
- Have your employees **stay home** if they are sick, or if they might be sick
- Set up the workplace to keep everyone at least 6 feet apart. Whenever possible, put up barriers between workers.
- Require everyone entering the workplace to wear a mask or face-covering

Additional Details:

- Employers are required to provide a workplace free of known hazards, including COVID-19. This means they must do everything possible to prevent their employees from getting COVID-19 or spreading it if they are sick.

- Employers should work with employees to develop a COVID-19 Prevention Program
 1. Assign a COVID-19 Coordinator
This person handles all COVID-19 related issues.
 2. Find out how your employees are most likely to get COVID-19 at work.
Ask them about hazards they face every day. Common ones include tight spaces, lack of ventilation, and lack of soap in the bathrooms.
 3. Once you know the hazards, get rid of them:



- Send someone home, or at least separate them from others, if you suspect they have been infected with COVID-19
- Improve ventilation
- Have employees remain at least six feet apart when in common spaces
- Install barriers if a six foot distance is not possible
- Make sure employees have appropriate personal protective equipment, like masks, gloves, and eye protection
- Provide hand soap, hand sanitizer, disposable paper towels, and other supplies needed to maintain hygiene
- Clean and disinfect frequently

4. Some workers are at higher risk of getting seriously sick from COVID-19 and may need additional protections. Consider allowing them to work from home, or modify the workplace so they are in areas with more space, fewer people, and better ventilation.
5. Show workers that you want them to report if they have symptoms, or if they have been exposed to COVID-19. Make sure they know they won't get in trouble for coming forward!
6. Communicate with workers about COVID-19 in a language they are comfortable with. Make sure informational posters are available in multiple languages. Include information on symptoms, how to get tested, when to stay home, how to get the vaccine.
7. Some employers may be entitled to federal money to help pay for extended sick time or family leave wages.
8. If someone in your workplace might have COVID-19, do a deep-cleaning to make sure no one gets sick.
9. Record and report any work-related COVID-19 infections and deaths. It is illegal to retaliate against or punish a worker for reporting a work-related illness or injury.
10. Set up an anonymous way for workers to voice concerns about COVID-19 hazards. Workers might feel safer speaking out if they know they will remain anonymous. Encouraging workers to come forward helps protect everyone, including other workers, customers, clients, and management.
11. When the COVID-19 vaccine is available in your area, make it available to eligible workers at no cost.
 - Even when someone is vaccinated, they **MUST** continue to follow the same precautions as the unvaccinated. Vaccinated employees must wear masks, maintain 6 feet of distance, and wash their hands often.
12. If a worker is exposed to COVID-19 at work and ends up in the hospital because of it, you must report this to OSHA.
13. If a worker is exposed to COVID-19 at work and dies from it, you must report this to OSHA.