

# COVID-19 Office Procedures

Analyze • Inform • Motivate

If you are not up to date on the affects of the coronavirus at this point, there is an abundance of information available that you can reference. The focus of this fact sheet will be on preparation and precautions an office should consider given the inevitable spread of this highly infectious virus.

## For the record

Sourced from the CDC. Coronavirus 2019 (CoVID-19) is a new strain from the family of Coronaviruses that has been producing much more severe effects in humans. It is recommended by the CDC and the Hawaii Department of Health to wash your hands when touching public surfaces and avoid touching your face as much as possible as this is how one contracts the virus.

## Office Prevention Procedures

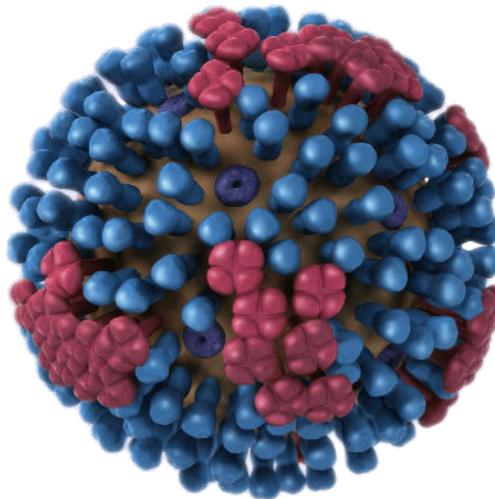
The office brings up a different dynamic in regards to prevention of spread. Unlike your home where you can control a lot of the variables, in the office you are at the mercy of your co-workers trusting that they take self imposed controls for you to stay healthy. At the very least, offices should consider controls recommended by the CDC to prevent the spread of the COVID-19 or any virus for that matter. They are as follows:

- **Encourage employees to stay home.** Companies need to be flexible with their policies to consider employees who need to care for themselves or loved ones at home. Decide whether doctors notes are necessary for acute respiratory illnesses.

Keep in touch with contractors or third party

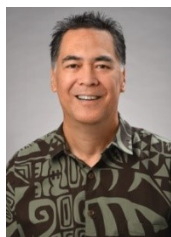
employee services for a contingency plan to pick up any slack in operations.

- **Increase awareness of the CoVID-19.** Employees need to be aware of the concerns and understand why procedures are being taken to protect them and their co-workers.
- **Separate sick employees.** If an employee appears to have acute respiratory symptoms, steps should be taken to separate that employee from others, or sent directly home.
- **Perform routine environmental cleaning.** Provide disposable wipes for employees to clean and disinfect their work areas. Wipe down areas that are frequently touched like lunch room surfaces, printing machines, community work stations, etc.
- **Implement a travel policy.** Management should be informed of any travel to areas with high numbers or concentrations of the virus. Consider restricting or holding off any business travels to high concentration areas or overseas. Once again, employees who become ill after a trip should immediately inform their Supervisor or Manager.



## Summary

It should go without saying that with whatever procedures you implement for the office, it needs to abide by discrimination laws and you should consult your legal counsel before establishing it. The coronavirus has become a Pandemic according to the World Health Organization and it has already hit our islands. Take necessary precautions to keep your co-workers virus free.



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## About DTRIC Insurance Risk Consulting Services

The Risk Consulting Services team at DTRIC Insurance is designed to help you reduce accidents and injuries in the workplace. Our approach involves our proven **A.I.M.** process that is easy to understand and simple to implement.



### **ANALYZE**

We start by helping you understand and assess your current situation with services including:

- Safety audits
- Property and liability hazard surveys
- Accident investigation training
- Graphical analysis
- Job hazard analysis

### **INFORM**

Keeping your team members informed is essential to success. We'll help you:

- Develop a safety committee
- Provide educational resources
- Work with your management team to develop their skills and knowledge of regulations
- Address loss trends with training on key issues
- Open communications within your organization

### **MOTIVATE**

The more safety is promoted in your workplace, the more motivated your team members will be to make safety a top priority. Whether you motivate with promotions, incentives or recognition, we'll help you develop a results-driven method to encourage safety at all times.

DTRIC's Risk Consulting Services team will work closely with you to create a program to effectively improve your bottom line.