

COVID-19 Resources and Business Planning

Feel free to contact your Risk Control consultant or RiskControlHelpline@fcci-group.com with questions.

Symptoms/How it Spreads

- Symptoms:
 - Fever
 - Cough
 - Shortness of breath/difficulty breathing
 - Persistent pain/pressure in chest
- How it spreads:
 - Person to person – between people within about six feet
 - Through respiratory droplets produced when an infected person coughs or sneezes
 - Most contagious when symptomatic
- Check the Center for Disease Control and Prevention (CDC) for the most up-to-date information

Protection/Prevention

- Clean your hands often – with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol
- Avoid touching eyes, nose and mouth
- Avoid close contact with people who are sick
- Stay home if you are sick or have a fever
- Cover coughs and sneezes and wash hands immediately
- Clean and disinfect daily – if needed, you can make a household solution of five tablespoons of bleach per gallon of water (four teaspoons per quart)
 - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2> – EPA up-to-date site for approved disinfectants

Pandemic Preparedness in the Workplace

- Organize a central team of people to serve as a communication source – assist employees with getting up-to-date, accurate information and in managing stressors related to the pandemic
- Use practices that encourage keeping distance from employees and the public, when possible
 - Work from home
 - Teleconferencing
 - Staggered work shifts
 - Provide employees with sanitary supplies such as hand sanitizers, cleaning supplies, tissues or personal protective equipment (PPE), when necessary
 - Educate and train employees in proper hand washing/sanitation, cough/sneeze etiquette, and social distancing
- Review security protocols for all property and assets if closing buildings
- Resources for pandemic planning:
 - CDC: <https://www.cdc.gov/flu/pandemic-resources/pdf/businesschecklist.pdf>
 - OSHA: https://www.osha.gov/Publications/influenza_pandemic.html#affect_workplaces

Other Useful Links

<https://coronavirus.jhu.edu/>
<https://www.nih.gov/health-information/coronavirus>
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
<https://www.osha.gov/SLTC/covid-19/>