



# Checklist for Businesses

## Coronavirus (COVID-19)

[The coronavirus \(COVID-19\) pandemic](#) involves a fluid and quickly evolving situation that will require employers to be flexible and monitor data in real time. This checklist is based on what is currently known about the virus is subject to change as this situation develops.

### STAY UP TO SPEED, INFORMED AND FLEXIBLE

- Monitor the situation progress and stay informed of the [coronavirus situation](#) worldwide.
- Proactively determine how your company will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children dismissed from school.
- Take time to learn about the [measures](#) of coronavirus undertaken by the Government of North Macedonia.

### ESTABLISH A RESPONSE PLAN

- Establish a response plan that is flexible, well-informed and tailored to the essential aspects of your business.
- Assess your essential functions and the reliance that others and the community have on your services or products. Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).
- Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
- Establish protocol around when an employee should disclose potential exposure and how such disclosure will be treated.

## DEVELOP AN EMPLOYEE COMMUNICATION PLAN

- Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.
- Share your coronavirus response plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.
- Identify one designated point of contact regarding the plan for all employees.
- Distribute information about how, to whom, and when to report infection or possible exposure to the virus.
- Post and distribute information on how to identify and prevent coronavirus:
  - Wash hands often with soap and water or use an alcohol-based hand sanitizer if soap and water are unavailable
  - Avoid touching eyes, nose, and mouth
  - Avoid close contact with people who are sick
  - Stay home when feeling sick
  - Cover coughs or sneezes with a tissue, then throw the tissue in the trash
  - Clean and disinfect frequently touched objects and surfaces
- Direct sick employees to stay home for at least 14 days.

## ESTABLISH GUIDELINES FOR REPORTING AND RESTRICTIONS AFTER TRAVEL OR EXPOSURE

- Consider requiring employees to report any travel to affected areas or exposure to coronavirus. Ensure employees who become sick while traveling should promptly call a healthcare provider for advice.
- Decide when an employee may be sent home due to illness and under what circumstances they may return.

## ENCOURAGE HEALTHY HYGIENE ETIQUETTE AND FACILITATE A CLEAN WORKPLACE

- Hang posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Provide tissues and no-touch disposal receptacles for use by employees.

- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Purchase and distribute disinfectant and personal hand sanitizer to facilitate cleanliness. Ensure that adequate supplies are maintained.
- Place hand sanitizer in multiple locations or in conference rooms to encourage hand hygiene.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.