



Office of Congressional Workplace Rights Information Regarding the COVID-19 Coronavirus

The Centers for Disease Control and Prevention (CDC) is closely monitoring and responding to an outbreak of respiratory illness caused by a novel coronavirus, COVID-19. Although the spread has been limited within the U.S., we should all continue to use safe handwashing practices and respiratory etiquette while at work and in public in order to limit the possibility of spreading illnesses.

Here are some strategies you can implement in your workplace:

- Encourage employees to stay home if they are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash or sneeze/cough in the bend of your elbow.
- Avoid close contact with people who are sick.
- Minimize person-to-person contact. If possible, conduct teleconference meetings.
- Instruct employees to wash their hands frequently with soap and water for at least 20 seconds, or if handwashing is not possible, use hand sanitizer that contains at least 60% alcohol.
- Place hand sanitizer in multiple locations, especially in lobbies and conference rooms.
- Review your sick leave policy and consider implementing telework options.
- Clean frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.

For more information and further details on how to minimize spread of infectious airborne diseases, please visit: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>

Employing offices should take time to review their Pandemic Infectious Disease Plan (or Pandemic Influenza Plan). If your office does not have one, the emergency action plan coordinator can refer to the FEMA template to help create a plan that can be tailored specifically to meet your office's needs. FEMA Pandemic Influenza Template: <https://www.fema.gov/media-library/assets/documents/93250>

Additional sources of guidance for the COVID-19 outbreak:

OSHA Guidance: <https://www.osha.gov/SLTC/covid-19/>

CDC Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

CDC handouts and posters: <https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>

World Health Organization: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

FEMA Infectious Disease Handout: https://www.fema.gov/media-library-data/1537897784532-95e513b308bdcfb52711a97a9882507c/brochure_pandemic_ncp_508_082918.pdf

Roll Call article containing information from the Attending Physician:

<https://www.rollcall.com/2020/02/27/capitol-hill-offices-instructed-to-update-pandemic-plans-office-of-the-attending-physician-sets-record-straight-on-coronavirus/>