



PRECAUTIONS FOR EMPLOYEES REPORTING TO WORK FOR ESSENTIAL FUNCTIONS

- Employees should check their temperature and assess symptoms prior to coming to work.
- Employees should wear a face mask at all times while in the workplace. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- Employees should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- Clean and disinfect all areas such as offices, bathrooms, common areas, distribution points, and shared equipment routinely.
- Employees should not share headsets, masks, or other objects that are near mouth or nose.
- Employees should increase the frequency of cleaning commonly touched surfaces.
- Employees should physically distance when they take breaks together. Stagger breaks and don't congregate in the break room, and don't share food or utensils.

If the employee becomes sick during the day, they should be [sent home immediately](#). Surfaces in their workspace should be [cleaned and disinfected](#). Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.