

# Establishing a Policy on Reducing the Spread of Disease



Professionals who convey just how seriously they take precautionary measures will have greater success in running safe, healthy and thriving businesses that employees and clients can trust. It's essential to proactively plan to reduce disease exposure — whether the common cold or something more serious — to protect workers and customers alike. Prepare for the unexpected by executing the following tips for establishing a sound wellness policy.



## Prioritize Employee Well-Being

- **Provide sick days** to all employees if your operating model allows.
- **Require workers to stay home when ill** and discourage employees from coming to work if potentially contagious.
- **Establish options for self-transport** and/or working remotely, if able.
- **Offer flexibility** by allowing shift- or part-time-workers to make up missed time at a later date.



## Provide Access to the Right Resources

- **Create a directory** that points employees to health guidelines from credible organizations like the CDC and OSHA.
- **Outline common recommendations** – like social distancing, hand washing and surface sanitation – for preventing disease spread.
- **Stock work trucks** with tissues, disinfectant wipes, gloves, face shields and hand sanitizers.
- **Provide directions for cleaning tools** and sealcoating equipment between use.
- **Train workers to sanitize** personal equipment — like pens, clipboards or tablets – before it comes into contact with clients.



## Seek Honest Feedback

- **Share your working policy** draft(s) with employees.
- **Host an internal roundtable** to encourage feedback from workers.
- **Adapt the policy** based on employee ideas and experiences.
- **Ensure workers are aligned** with how you intend to enforce the plan.

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