READILY IDENTIFY OBJECTIVES
A clear and effective guide should include objectives to manage communication. Objectives to encourage employees to stay informed about the outbreak and plan for potential scenarios.

OUTLINE KEY BUSINESS FUNCTIONS
Your business is only as healthy as your employees. Encourage employees to take appropriate steps to stay healthy, including washing hands frequently, practicing good personal hygiene, and avoiding contact with sick individuals.

ADDRESS WORKPLACE EXPANSIVE RISK
In the course of their duties, are employees likely to:
- Have face-to-face contact with large numbers of people?
- Work in close proximity to other employees?
- Handle materials that could be contaminated, like laboratory samples?
- Have frequent face-to-face contact with the general public?
- Have frequent contact with clients or customers, such as in retail, hospitality, or healthcare?

REVIEW WORKPLACE POLICIES
Before, during, and after an outbreak, create a culture of wellness. Consider how your business will adjust if resources are constrained. Ensure that your policies are responsive and adaptable.

PLAN TO SEPARATE SICK PERSONS
Identify health risks your employees may face.
- Employees who report having a fever or an acute respiratory illness.
- Employees who have traveled to areas where the virus is spreading.

ANTICIPATE ABSENTEEISM
Identify alternative suppliers to meet supply chain needs.
- Cross-train employees to carry out essential functions so the business can operate if key partners are unavailable.

PLAN FOR RESTRICTED TRAVEL
Consider how your business will adjust if travel restrictions are put into place, particularly those who become ill during the work day and are awaiting transportation to their home or to medical care.

ENCOURAGE PERSONAL PREPARATIONS
Humans are better able to manage stress in the event of an outbreak if they are prepared. Consider:
- Where employees can safely go for medical care.
- How you will relay information about the outbreak to employees and business partners.
- How your business functions during a disease outbreak.

IMPLEMENT
Having employees and business partners stay informed about the outbreak and plan for potential scenarios is essential. Consider:
- Training employees on how to implement workplace and leave policies.
- Providing protected sick leave.
- Cross-training employees to carry out essential functions.

INOLVE
Your business is only as healthy as your employees. Encourage employees to take appropriate steps to stay healthy, including washing hands frequently, practicing good personal hygiene, and avoiding contact with sick individuals.

Devise a process for activating your plan.
- Consult with family members and loved ones about how they would like to be cared for if they got sick, and what’s needed to care for them at home.
- Get copies of electronic health records from the doctor, hospital, or pharmacy.
- Store a two-week supply of water and food. Consider:
- Storing personal protective equipment (PPE) and other materials.

Develop a process for activating your plan.
- Provide soap, water, and alcohol-based hand rubs in multiple locations and in high visibility locations.
- Supply tissues and no-touch waste bins.
- Instruct employees to clean hands often with an alcohol-based hand sanitizer or by washing for at least 20 seconds.
- Routinely clean commonly touched surfaces.

Get out from your workplace.
- If there’s evidence of an outbreak in the U.S. or to another business destination, you may need to cancel non-essential travel.
- If there’s evidence of an outbreak in the U.S. or to another business destination, you may need to cancel non-essential travel.
- When it’s safe to return to work, communicate your plan to employees.

Stay informed.
- A well-designed plan can protect your employees and keep your business functioning during a disease outbreak.
- A well-designed plan can protect your employees and keep your business functioning during a disease outbreak.
- A well-designed plan can protect your employees and keep your business functioning during a disease outbreak.
- A well-designed plan can protect your employees and keep your business functioning during a disease outbreak.