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Dear Wyandotte County Businesses,

In order to keep your workers and clients healthy, we would like to provide you with the following guidelines for prevention of COVID-19.

Coronavirus disease 2019 (COVID-19) is caused by a respiratory virus that can be transmitted from person-to-person, especially in settings where people spend time working together. COVID-19 spreads easily between people through respiratory droplets, which can be coughed or exhaled by one person and inhaled by another. COVID-19 can also spread when people touch their face after coming into contact with the virus on a surface, such as a doorknob or telephone.

This toolkit includes seven overarching components:
1. Make a plan that stresses routine use of masks, frequent handwashing, & staying home when sick
2. Rearrange the workplace
3. Establish a social distancing policy
4. Communicate with and continuously educate employees on best practices
5. What if my employees get sick? See an overview and checklist of what to do.
6. Frequently asked questions
7. Additional Resources

These components will help you implement steps to help prevent the spread of infection, and know what to do if an employee develops symptoms or tests positive for COVID-19.

If you have any follow-up questions, please contact 3-1-1 (913-573-5311 if you are calling from outside of the county). The 3-1-1 Call Line has staff prepared to answer questions specific to businesses and COVID-19.

Thank you for helping reduce the spread of COVID-19 and protect our community.

Sincerely,

Dr. K. Allen Greiner
Chief Medical Officer
Unified Government Public Health Department
Can your employees work remotely? If possible, transition as many employees to telework as possible. If you are already doing this, plan to maintain telework until Kansas transitions into phase 3 of reopening.

If you use contract or temporary employees, contact the contracting agency for a clear understanding of their sick leave policies. Employees should not be asked to work if they exhibit coronavirus symptoms or have been in close contact with a case and asked to isolate.

Can you deliver more services remotely? If possible, deliver your goods to customers via drive-through service, online or phone shopping, curbside pickup, or delivery.

Determine how your business will operate if many workers need to stay home. People may be sick, may need to care for sick family members, or may need to watch their children since they are not in school.
- Cross-train employees to perform essential functions.
- Prepare to implement flexible workplace and leave policies.

Consider giving special allowance to high-risk employees to take leave or work from home. People at high risk of severe illness caused by COVID-19 include people over the age of 65 and those with underlying illnesses such as asthma, liver disease, or HIV. COVID-19’s effects can range from very mild to severe, including hospitalization, respirator use, and even death. No age group is immune to serious illness from the virus. Even fit and healthy people are at risk of severe illness, although the risk is low.

Establish an emergency communications plan. What will you do if someone gets sick? Update contact information on file for your employees with an additional contact in case they become ill.
Encourage and enable teleworking: Anyone who can work from home, should be working from home. Websites like Zoom and Skype make online meetings feasible. Telework allows your employees to stay productive while also managing extra duties at home, such as caring for a sick loved one or watching children.

Postpone any non-essential travel plans.

Increase distance. Move the electronic payment terminal/credit card reader farther away from the cashier, if possible, to increase the distance between the customer and the cashier.

Add barriers. Add plexiglass or plastic barriers between staff in high-exposure positions, such as cashiers, and customers.

Close off common areas where employees are likely to congregate and interact. This may include break rooms or communal kitchens.

Use disposable items, including eating utensils and menus. If disposable items are not feasible, wash all food service items in hot water and soap or in a dish washer.

Increase physical space between employees. Use signs or tape marks on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.

Time-stagger work hours.
- Rotate shifts to limit the number of employees in the workplace at the same time.
- Shift primary stocking activities to off-peak or after hours, when possible, to reduce contact with customers.
Prohibit handshaking. Encourage an alternate greeting such as waving and demonstrate this behavior amongst management staff.

Employees must wear cloth masks. Cloth bandanas or other cloth coverings can be washed in the washing machine with soap and dried for re-use.

Encourage frequent handwashing.
- Wash your hands often with soap and water for at least 20 seconds.
- Make sure bathrooms and sinks are stocked with disposable towels or an air dryer, soap, and a no-touch trash can if possible.

Remind employees that wearing gloves is not a substitute for hand-washing. They should always wash their hands after removing their gloves.

If soap and water are not available, provide an alcohol-based hand sanitizer with at least 60% alcohol.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Cover your coughs and sneezes with a tissue or cough into your elbow.

Clean frequently touched surfaces at least twice per day (phones, personal electronic devices, remote controls, tables, countertops, light switches, doorknobs, and cabinet handles)

Discourage employees from sharing tools. Any tools or equipment that do need to be shared among employees should be cleaned on a regular basis.
Inform employees about symptoms of COVID-19, which can include:

- Fever
- Dry cough
- Shortness of breath / difficulty breathing
- Chills
- Headache
- Muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell
- Fatigue or tiredness

Use signs and verbal reminders to remind employees about guidelines for social distancing, keeping surfaces clean, handwashing, and covering coughs.

Encourage employees to stay home if they are sick, especially if they have COVID-19 symptoms. Any employees exhibiting COVID-19 symptoms should be required to stay at home except to get tested (see Additional Resources section for information on free testing sites).

- People who live or work in Wyandotte County can get tested for free at multiple testing sites, such as the Unified Government Public Health Department, or at "pop-up" testing sites at different community locations. Learn more at wycokck.org/COVID-19
- Employees can also ask their regular health care provider about testing (which may be covered by their health insurance)

Warn employees regarding carpooling arrangements, since one person can easily spread COVID to others in the carpool. We recommend that carpooling employees take extra precautions to wear masks inside the car and open the windows while driving. Employees should wash their hands on arrival at work and at home.

Remember, no handshakes right now. Let’s wave instead.
If an employee calls in sick reporting respiratory distress or other COVID-19 symptoms, they should not come to work. Encourage them to seek free testing (see information on testing sites in the Additional Resources section of this guide) and to contact their health care provider.

If an employee becomes sick while at work, they should be sent home immediately. Any windows should be opened and their work area should be closed off for 24 hours or as long as practical before cleaning. All surfaces in the work area, including bathrooms and common areas, should be disinfected.

- A full list of disinfectants approved by the EPA for use against coronavirus can be found at [epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
- Disinfection can also be accomplished with a bleach solution. The CDC recommends mixing 5 tbsp (1/3 cup) bleach per gallon of water, or 4 tsp per quart of water. Use gloves when handling bleach. Apply bleach solution to hard (non-porous) surfaces, ensuring a contact time of at least 1 minute. Bleach solutions are effective for up to 24 hours. Plan to disinfect at least once a day.

Prevent workplace spread by identifying close contacts of someone who becomes sick and instructing them on quarantine measures. Anyone working within 6 feet of the sick employee for more than 10 minutes in total should be considered exposed to COVID-19. Close contacts may have been exposed while the employee had symptoms or up to 2 days prior to symptoms. Anyone in the employee’s carpool should also be considered a contact. These individuals should be quarantined at home for 14 days and tested for COVID-19 5-7 days after the date they were exposed.

COVID-19 can be confirmed by lab testing, which is available for free at multiple locations in Wyandotte County. Testing is free and available for eligible individuals who live or work in Wyandotte County. See the Additional Resources section of this toolkit for more information on COVID-19 testing.

Sick employees can safely return to work 10 days from when they stop having symptoms. The Unified Government Public Health Department does not recommend individuals get re-tested for COVID-19 to prove they are negative prior to returning to work. If they meet the above requirements, they can return to work.

- We are aware that the CDC guidelines state that employees can return to work 72 hours after they stop having a fever and other symptoms and are no longer taking medication. However, Wyandotte County’s requirements are more strict. As a WyCo business, you are required to comply with the local regulations as stated above (10 days post-recovery). Please call 3-1-1 (913-573-5311) if you have any questions regarding this guideline.
WHAT IF MY EMPLOYEES GET SICK? CHECKLIST

CHECKLIST

If an employee develops any symptoms of COVID-19, they should:

☐ Stay home if they are sick.

☐ If they come to work sick, or develop symptoms during their shift, they will need to go home.

☐ Get tested as soon as possible at a free local testing site.

☐ Self-quarantine at home while waiting for test results.

If test results come back positive...

☐ The person who tested positive should self-isolate at home until 10 days after their symptoms subside.

☐ Once the employee has isolated for 10 days after symptoms resolve, they may return to work.

Anyone, including coworkers, who was in close contact with the person who tested positive (within 6 feet for at least 10 minutes) should:

☐ Self-quarantine at home for 14 days after exposure.

☐ Get tested 5-7 days after exposure.

☐ Once employees who were self-quarantining have completed their 14 days, so long as they have not developed symptoms, they may return to work.
## FREQUENTLY ASKED QUESTIONS

**Question:** What are COVID-19 symptoms, and what should I do if an employee has symptoms?

**Answer:**
Instruct employees to stay home, except to get tested for COVID-19 or seek necessary medical care, if they have the following symptoms:

- Fever
- Dry cough
- Shortness of breath / difficulty breathing
- Chills
- Headache
- Muscle / body aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell
- Fatigue or tiredness

If one of your employees develops any of these emergency warning signs, they need emergency medical care:

Call 9-1-1 if an employee develops severe symptoms, such as extreme difficulty breathing, bluish lips or face, constant pain or pressure in the chest, severe constant dizziness or lightheadedness, new confusion, difficulty waking up, slurred speech (new or worsening), or new seizure or seizures that won’t stop.

**Question:** My employee tested positive for COVID-19. When can they return to work?

**Answer:** *After 10 days without symptoms.*
They can return to work 10 days after their symptoms resolve, as per COVID-19 isolation guidance from the Unified Government Public Health Department.

**Question:** After testing positive for COVID-19, does an employee need a negative test or a doctor's note before returning to work after?

**Answer:** *No, they do not need a negative test or doctor's note.*
The Unified Government Public Health Department does not recommend individuals get re-tested for COVID-19 to prove they are negative prior to returning to work. If they meet public health requirements for isolation, they can return to work.

**Question:** Who is considered a "close contact" to a COVID case at the workplace?

**Answer:** *Within 6 feet for 10 minutes*
Anyone who has been within 6 feet of an employee who has tested positive for COVID-19 for 10 minutes or longer is considered a contact.

**Question:** What if I'm not sure which employees have been in close contact with an employee who tested positive?

**Answer:** *Employees who had more than a passing conversation may be close contacts*
Talk to the employee who tested positive and to others who worked near them to determine who may have interacted more than just in passing (i.e. potentially within 6 feet for a cumulative of 10 minutes). Ask about these interactions not only when the employee who tested positive was symptomatic, but up to 2 days prior. Close contacts should quarantine at home for 14 days after exposure and get tested 5-7 days after exposure.
CALL 3-1-1 FOR QUESTIONS
Area businesses can get their COVID-19 questions answered through the 3-1-1 Call Center. Dial 3-1-1 if you're calling within Wyandotte County, or 913-573-5311 if calling from outside of the County. Staff can assist businesses seeking to better understand how the reopening process affects their business and what safety measures they need to take to protect their employees and clients. The business call line is staffed by the UG Economic Development Department.

LEARN MORE AT WYCOKCK.ORG/COVID-19
See Wyandotte County COVID-19 data, resources, and additional information

FREE COVID-19 TESTING SITES IN WYCO

Unified Government Public Health Department
619 Ann Ave, Kansas City, KS 66101
Monday - Friday, 1-5 PM*
No appointment needed
Learn more at: wycokck.org/COVID-19 (under the COVID Hub) or by calling 3-1-1

"Pop-up" testing
At community locations across the county
No appointment needed
Multiple sites per week; locations and dates vary
Find latest schedule online at wycokck.org/COVID-19 (under the COVID Hub) or by calling 913-371-9298

Walmart (in KCK)
10824 Parallel Pkwy, Kansas City, KS 66109
Monday / Wednesday /Friday, 7-9 AM*
Set up an appointment at DoINeedaCOVID19test.com

Walmart (in Bonner Springs)
12801 Kansas Ave, Bonner Springs, KS 66012
Monday / Wednesday /Friday, 7-9 AM*
Set up an appointment at DoINeedaCOVID19test.com

*Days and hours subject to change

RESOURCES FROM KDHE: KDHEKS.GOV/CORONAVIRUS
Information and materials from the Kansas Department of Health and Environment (KDHE), including resources on:
- Disinfection
- Schools (Pre-K)
- Dental Clinics
- Home Care or Home Nursing
- Transportation
- Salons (including hair, nail, tattoo parlors, massage)
- Other resources, including resources in Spanish (Recursos en Español)

RESOURCES FROM THE CDC: CDC.GOV/COVID19
Information and materials from the Centers for Disease Control and Prevention (CDC), including:
- Guidance for Small Businesses
- Guidance for Bars and Restaurants
- Checklist for Community and Faith Leaders
- Flyers and other materials in a variety of languages
To request more COVID-19 print materials for your business, contact Elizabeth Groenweghe, egroenweghe@wycokck.org

CALL 3-1-1
for questions about COVID-19 and your business

Dial 913-573-5311 if calling from outside of Wyandotte County

Learn more at

WYCOKCK.ORG/COVID-19

Unified Government Public Health Department
619 Ann Ave
Kansas City, KS 66101
913-573-8855
wycokck.org/Health