



What Your Agency Can Do to Prepare for Coronavirus (COVID-19) So, what specifically can your organization do to prepare?

Communicate

Employers play an important role in educating and reassuring employees, volunteers and visitors.

- Talk with your staff team at a staff meeting. Reassure your team that you care about their health and safety. Let others know that you will be watching for recommendations from public health officials about whether you need to make any changes to how you do your work or deliver programs.
- Remind employees of your organization's policies related to illness and sick leave (and recommit to following them yourself!).
- Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Be mindful that different members of your team may perceive the threat differently or have special concerns based on their life circumstances. It is important to honor that. For example, persons with elderly family members may be especially concerned, and Asian Americans are likely facing increased racism. Leaders should be prepared to recognize, respond to and prevent stigma and discrimination in the workplace. Do not make determinations of risk based on race or country of origin, and be sure to maintain confidentiality regarding the health of specific employees. Speak out if you see this happening. (Seattle & King County Public Health developed a [great infographic!](#))

Revisit Your Policies + Procedures

- Review your policies related to **illness and sick leave** to ensure your policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws. Note that policymakers and state departments may update policies related to sick leave to respond to emerging public health recommendations.
- Make it easy for people to practice good hygiene by providing tissues and no-touch disposal receptacles and placing alcohol-based hand rubs in multiple places in common spaces, such as conference rooms.
- Prepare for the possibility of increased numbers of employee absences due to illness, caregiving responsibilities, school closures, etc. Does your nonprofit have the policies (and technology) in place to support **remote work** so that when appropriate, employees can get what they need done at home? Is there **documentation** that could be updated or **cross-training** that could be done in the event of key staff members being absent?
- Develop a **plan for communicating** with your employees in a rapidly changing environment. For example, how will employees be updated if a policy is revised to align with new recommendations? Or in an emergency situation, such as the office needing to be closed?
- Find more recommendations in the CDC's [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease](#), which includes recommendations and considerations for creating an **infectious disease outbreak response plan**.
- Find [more resources on disaster planning, emergency preparedness and business continuity](#) in our free, searchable Answer Center.

Bring a Risk-Assessment Lens to Your Event and Program Planning

Should you move forward with planning that gala? Should you cancel that performance? Travel for that conference?

Right now, the guidance is to proceed with common sense caution, but here are some things to think about:

- What additional steps need to be factored in to your event planning timeline? What's your deadline for making a decision about cancelling an event?
- When and how will you communicate with attendees and partners? Who needs to be involved in decision-making and how will you keep stakeholders informed? Do you need to consult with experts to help you evaluate risks?
- What is the impact of cancelling an event or program on your revenue (from sponsors or attendees)? How can you plan for or mitigate this risk? Are there conversations you can be having with partners up front so there are no unpleasant surprises? Consider reaching out to your insurance broker to explore event insurance to mitigate impact in the case you need to cancel something important to your bottom line.
- [Coronavirus: What You Need to Know About Cancelling an Event and Liability Risks](#), *Event* (Feb. 21, 2020)
- The World Health Organization offers [key planning recommendations for mass gatherings in the context of the current COVID-19 outbreak](#)
- Check out the Centers for Disease Control and Prevention's Coronavirus Disease 2019 [Information for Travel](#)

What if There is a Confirmed Case of COVID-19 at Work?

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

Stay Informed

- Read, listen to, and watch the news, and regularly check credible websites such as the coronavirus pages maintained by [Florida Department of Health](#) and [US CDC](#).
- Read Governor Desantis' [Executive Order](#)
- Reference the World Health Organization's coronavirus disease (COVID-19) [advice for the public](#).
- The CDC's [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease](#)
- Visit [OSHA's information page on COVID-19](#).
- Nonprofit Risk Management Center has put out [COVID-19: 5 Things to Know & Do](#)