

Coronavirus Guidelines from ACCO

With the spread of the COVID-19 (Coronavirus) pandemic, we are all concerned with the potential for conditions to worsen. It is vitally important that ACCO members take the appropriate steps to reduce the impact of the outbreak on your business, workers, customers and the public. A list of helpful resources is provided below to help you effectively manage your business--and protect public health and safety--during this rapidly evolving situation.

Employer Resources

Coronavirus Considerations for Contractors (PHCC EVP Team Brief—March 4). Covers important steps related to prevention, containment, planning, decision-making, security and communications.

Workplace Do's and Don'ts—COVID-19 Coronavirus (Taft/Law). The rights and obligations of employers in day-to-day situations.

Guidance Document from OSHA

General practices to help prevent worker exposure and information to deal with:

- Absenteeism.
- The need for flexibility in sick leave policies.
- The need for social distancing/staggered work shifts.
- Changes in consumer demand.
- Interrupted delivery of supplies.

CDC Coronavirus Disease 2019 Website

Safety tips, situation updates, disease background.

8 Questions Employers Should Ask About the Coronavirus

(Harvard Business Review—March 2) What to ask to prepare for—and respond to—the spread of the virus.

Navigating the Coronavirus: Best Practices for Employers—(Laner Muchin™—March 3). How to address the impact of the virus on the workplace and what employers can and cannot do.

In addition, ACCO provides these suggested practices:

- Establish accommodations for flexibility among your workers, and communicate your expectations.
- Outward facing, use your social media outlets, e-mail communications and your website to connect with your customers.
- Continue to do business – making any necessary accommodations – and let your customers know that you are there to provide safe, quality service to their homes and businesses.

The Status at ACCO

As the coronavirus continues to disrupt the lives of those around the world, our thoughts are with those impacted by COVID-19 and with our healthcare professionals. We are grateful that our government leaders are taking necessary measures and that so many in the healthcare industry are working overtime to address this trying situation. We, as everyone else, should closely monitor public announcements, follow public health official suggestions, and be flexible as events change on a daily, if not hourly, basis. *In the meantime, Debbie and I work remotely so ACCO is open for business, and we stand ready to assist our members in any way possible.*

We will closely monitor how the COVID-19 situation could impact attendance at Legislative Day in April and other events. Please know that we will be sending updates of any proposed changes to the programming.

More updates will follow as needed. In the meantime, please email debbie@accohio.org / rocco@accohio.org or call 800-353-2226 with any questions or concerns.