



Public Health
Prevent. Promote. Protect.

Lyon County Health Department
Emporia, Kansas

Lyon County Public Health
420 W. 15th Ave.
Emporia, KS 66801
(620) 208-3741

4/21/2020

COVID-19 Guidance for Businesses

- Actively send sick employees home and to contact their physician.
 - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.
- Perform routine environmental cleaning by providing disposable wipes for carts, keyboards, desks and other commonly used surfaces.
- Avoid using other employees' phones, desks, offices, or other work tools, when possible. Clean and disinfect them before and after use.
- All staff should often wash hands with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet) from others when possible, including breakrooms.
- Limit the number of staff and consumers in certain areas of the business.
 - 1 person per family.
- Determine how you will operate if absenteeism spikes from increases in sick employees.
 - Implement plans to continue your essential business functions.
 - Prepare to institute flexible workplace and leave policies.
 - Cross-train employees to perform essential functions.
- Implement curbside pick-up or delivery.
- Downsize Operations, stagger shifts.
- Provide no-touch disposal receptacles.
- Place posters/signage encouraging proper hygiene and social distancing.

Sincerely,

Renee E. Hively
Lyon County Public Health Officer