



Lincoln is here to partner with you to prepare and support your employees during this evolving situation. As a leader in leave and disability, we're dedicated to continuously monitoring the latest news, information from the Centers for Disease Control and Prevention (CDC), as well as other regulatory and medical experts so we can offer guidance to our customers. The following best practices summary was prepared by our Chief Medical Officer, Dr. David Berube (pictured).

Based on input from the CDC, employers should consider the following strategies:

- **Conduct an employee exposure risk assessment.** Employers should include employees with jobs that engage with the public, especially if services are provided to potentially sick individuals, as well as group meetings and events in this assessment. They should also implement appropriate risk mitigation and safety protocols and practices as indicated.
- **Encourage sick employees to stay at home.** Employers should also review sick leave policies to promote non-punitive practices and adherence.
- **Consider enabling employees to care for sick family members at home.** In such situations, employers should consider allowing individuals to continue to work from off-site locations if possible to avoid exposing other employees.
- **Separate sick employees from others.** Send sick individuals home from work and for medical evaluation if needed.
- **Promote illness etiquette.** Using effective workforce communication and [educational materials](#), encourage employees to stay at home when sick, as well as to frequently wash their hands, and to have proper cough and sneeze practices, etc.
- **Promote routine cleaning of public spaces and individual workstations.** This includes positioning cleaning wipes near commonly used surfaces such as doorknobs and remote controls.
- **Follow CDC and other agency travel guidance.** Communicate expectations for those that travel to restricted locations, limit unnecessary travel, and educate travelers on when and where to seek medical assistance when traveling should they develop illness symptoms.
- **Communicate clearly.** Promote policies to support appropriate communication to co-workers and should a worksite exposure occur, ensure policies promote proper confidentiality and prevent discrimination.
- **Monitor absenteeism rates.** Employers should also monitor local community illness rates to promote proper business management and planning.
- **Promote business continuity planning.** Employer should consider cross-training personnel in multiple locations and conducting a supplier risk assessment.

We recognize that COVID-19 may impact affected individuals, workforces, and communities differently. As your partner, we strive to do our part to minimize any adverse impact of this virus with vigilant monitoring for updates from the CDC and other experts, by partnering with our customers and communities, and by following and continuously updating best practices and strategies.

Lincoln Financial Group