

# Coronavirus 2020 Q&A

Please see our “Communicable Diseases – How to Handle” and “Communicable Diseases Policy” for further reference on how to handle diseases and infections in the workplace.

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## **I. General Information**

### **What is coronavirus?**

Coronavirus is a respiratory virus that originated in Wuhan, China. The virus is contagious and potentially fatal. It is suspected that it is transmitted through coughing and sneezing by infected individuals. At the present time, there is no vaccine, cure or specific treatment.

### **How is coronavirus spread?**

Health authorities have not confirmed how coronavirus is transmitted but suspect it is spread person-to-person. There is also evidence that the virus has been spread by animal sources, including individuals with links to seafood or animal markets. They do not believe you can get it from air, water or food.

### **How many people survive coronavirus?**

Currently, coronavirus has a fatality rate of approx. 3.4 percent. As such, the majority of those affected so far have survived the disease.

### **What are the symptoms of a coronavirus infection?**

It depends on the particular strain, but common signs of a person infected with a coronavirus include:

- Respiratory symptoms;
- Fever;
- Cough;
- Shortness of breath; and
- Breathing difficulties.

In more severe cases, infection can cause:

- Pneumonia;
- Severe Acute Respiratory Syndrome (SARS);
- Kidney failure; and
- Death.

### **How infectious is coronavirus?**

Virus transmission may happen on a spectrum, and authorities are not sure if the virus is highly contagious or less so. For person-to-person transmission, health authorities suspect the virus is spread through coughing and sneezing, similar to how influenza and other respiratory pathogens are spread.

The incubation period, or the time interval from infection to onset of symptoms, is from two to 14 days. During this period, an individual can be infected and spreading the disease although they may not be experiencing the signs and symptoms of the virus.

### **How long can the coronavirus live outside the human body?**

It can vary. Similar viruses can live for a few hours, depending on the hardness of the surface the virus is on, as well as ambient air conditions. The harder the surface, the longer the virus can survive.

### **Can the virus spread from contact with infected surfaces or objects?**

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

## **II. Prevention & Safety**

### **What steps can an employer take to reduce the risk of exposure to and transmission of a coronavirus?**

Be aware of travel advisories issued by the federal government and avoid business travel to areas where there has been a coronavirus outbreak. Consider:

- Postponing the trip;
- Changing the location; or
- Conducting the business remotely.

Employers should review their infectious-disease management plans. If they don't have these plans, now is the time to create them. An additional resource is to consider implementing work from home/telecommuting arrangements and policies. The Guardian HR Forms Library and your Dedicated HR Consultant can assist in this process. Please visit the Forms Library in the client portal at [www.guardian-hr.com](http://www.guardian-hr.com) and access the folders "Telecommuting" and "Safety".

The CDC has provided the following guidance for employers:

- **Actively encourage sick employees to stay home:**
  - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
  - Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.

- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- **Separate sick employees:**
  - CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
  - 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.
  - Provide tissues and no-touch disposal receptacles for use by employees.
  - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
  - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
  - Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.
- **Perform routine environmental cleaning:**
  - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
  - No additional disinfection beyond routine cleaning is recommended at this time.
  - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- **Advise employees before traveling to take certain steps:**
  - Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
  - Advise employees to check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
  - Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
  - If outside the United States, sick employees should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies,

consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

- **Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:**
  - 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

OSHA has divided workplaces and work operations into four risk zones, according to the likelihood of employees' occupational exposure during a pandemic. These risk zones are useful in determining appropriate work practices and precautions.

**Very High Exposure Risk:**

- Healthcare employees performing aerosol-generating procedures on known or suspected pandemic patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected pandemic patients.

**High Exposure Risk:**

- Healthcare delivery and support staff exposed to known or suspected pandemic patients.
- Medical transport of known or suspected pandemic patients in enclosed vehicles.
- Performing autopsies on known or suspected pandemic patients.

**Medium Exposure Risk:**

- Employees with high-frequency contact with the general population (such as schools, high population density work environments, and some high-volume retail).

**Lower Exposure Risk (Caution):**

- Employees who have minimal occupational contact with the general public and other coworkers (such as office employees).

**Should I provide information to my employees about the coronavirus?**

Yes. Information is available at no cost on the [CDC's Website](#) . In addition, Guardian HR has posted a template letter that can be sent to employees. You can find the template letter in the [Guardian HR Forms Library](#)'s Safety folder.

**Has the Occupational Safety and Health Administration (OSHA) provided guidance on how to handle coronavirus?**

OSHA has issued a [fact sheet](#) regarding protecting workers in the case of a global health emergency. Employers should train employees on the following:

- Differences between seasonal epidemics and worldwide pandemic disease outbreaks.
- Which job activities may put them at risk for exposure to sources of infection.
- What options may be available for working remotely, or how to utilize an employer's flexible leave policy when employees are sick.
- Social distancing strategies, including avoiding close physical contact (e.g., shaking hands) and large gatherings of people.
- Good hygiene and appropriate disinfection procedures.
- What personal protective equipment is available, and how to wear, use, clean and store it properly.
- What medical services (e.g., post-exposure medication) may be available to them.
- How supervisors will provide updated pandemic-related communications, and where employees should direct their questions.

### **Do I have to allow an employee to wear a face mask at work?**

No. The CDC advises against wearing a face mask unless an individual is sick with symptoms of the virus or is taking care of someone with the virus at home or in a health care setting.

### **III. Employer Conduct**

At this time, there are no laws or regulations specifically addressing an employer's legal obligations relating to COVID-19. However, employers should regularly consult the Center for Disease Control and Prevention (CDC) for the most current information on the coronavirus, including [guidance for businesses](#).

### **Does the Americans with Disabilities Act (ADA) restrict how I interact with my employees due to the coronavirus?**

Not if it's a pandemic. The ADA protects employees with disabilities, but during a global health emergency, as recently declared by the World Health Organization (WHO), employees can be required to be medically examined to determine if they have contracted the disease when an employer has a reasonable belief that employees will pose a direct threat due to a medical condition. WHO raised its risk assessment of the coronavirus to its highest level on Feb. 28, 2020 and declared COVID-19 a global pandemic on March 12, 2020.

The Equal Employment Opportunity Commission has [issued guidance](#) to distribute to the workforce in the event of global health emergency. In the guidance, it states, "if the CDC or state or local public health authorities determine that the illness is like seasonal influenza or the 2009 spring/summer H1N1 influenza, it would not pose a direct threat or justify disability-related inquiries and medical examinations. By contrast, if the CDC or state or local health authorities determine that pandemic influenza is significantly more severe, it could pose a direct threat. The assessment by the CDC or public health authorities would provide the objective evidence needed for a disability-related inquiry or medical examination."

The ADA protects qualified employees with disabilities from discrimination. A disability may be a chronic physical condition, such as difficulty breathing. Employees may be entitled to an "accommodation" such

as leave or be allowed to work remotely for a limited period. Employees who have contracted the virus must be treated the same as noninfected employees, as long as the infected employees can perform their essential job functions. If the employee poses a health or safety threat to the workforce, the employer may place the employee on leave.

### **Can I require an employee to go home (or stay home) if they are sick?**

Yes, employees who show signs of respiratory illness can be asked to leave the workplace and stay at home until they are symptom free.

### **Can we require a doctor's note before allowing a sick employee to return to work?**

If an employer applies the practice consistently, clearance from a health care provider to return to work can be required. However, guidance from the Centers for Disease Control and Prevention (CDC) suggests employers remove such requirements during a health crisis as access to health care providers may be limited.

### **Can I restrict employees from traveling to a country with an outbreak?**

Employers may consider restricting employee travel to the particular areas affected by the disease for business purposes. Employers may also consider requesting that employees inform them if they are traveling for personal reasons, so the employer is aware of employees who are going to those areas and are exposed to the disease. Employees who travel to a country with an outbreak need to be informed that they may be quarantined upon their return. Employees should also be informed that there may not be adequate medical services available if they travel to a country with an outbreak and become ill.

### **Should employees returning from business or personal travel be required to stay away of the office for 14 days?**

Employees returning from countries that have a Level 3 Travel Health Notice from the CDC should stay home for a period of 14 days after returning to the United States. [See Travelers from Countries with Widespread Sustained \(Ongoing\) Transmission Arriving in the United States.](#)

### **Can an employer require an employee to travel for business despite the employee's fears of the coronavirus?**

It depends. If an employee expresses concern over traveling due to the coronavirus, evaluate the reasonableness of the concern. For example:

- Is there a travel ban or advisory for the area to where the employee would be traveling, or would the employee be traveling to a different part of the country than the coronavirus-affected area?
- Does the employee have a medical issue, such as a compromised immune system, that increases the risk of infection?
- Is the employee refusing all business travel on an airplane or other mass transportation, regardless of destination?

Under Occupational Safety and Health Administration (OSHA) standards, an employee can refuse to work only where there is an objectively reasonable belief that there is "imminent death or serious

injury." If the risk of infection low, it is unlikely that an employee could prove that they have an objective belief.

If the employer decides that the employee's concerns are not reasonable, then it should explain its reasoning and educate the employee on ways to reduce the risk of exposure to the coronavirus.

### **Should I ask for a doctor's note for an employee returning from a quarantine period who otherwise reports being asymptomatic?**

While we would recommend obtaining a doctor's note, sometimes it is difficult for certain individuals to have access to medical providers. We would recommend the employee go to an urgent care facility if one is available to at least be screened for infection.

### **Can I ask an employee if he or she has the Coronavirus?**

Employers can ask an employee how he or she is feeling in general but should not inquire about a specific illness as that could rise to the level of a disability related inquiry under the ADA.

### **Is Asking About Symptoms Permitted?**

During a pandemic, ADA-covered employers may ask employees who call in sick if they are experiencing symptoms of the pandemic virus, the EEOC said in its [guidance updated March 18](#). For COVID-19, these include fever, chills, cough, shortness of breath and sore throat. Employers must maintain all information about employee illness as a confidential medical record in compliance with the ADA. The coronavirus arguably is not a disability covered by the ADA but other respiratory conditions that last longer are. So while asking about coronavirus symptoms is permitted, don't ask about symptoms of other conditions.

### **An employee of ours has tested positive for COVID-19. What should we do?**

You should send home all employees who worked closely with that employee for a 14-day period of time to ensure the infection does not spread. Before the employee departs, ask them to identify all individuals who worked in close proximity (three to six feet) with them in the previous 14 days to ensure you have a full list of those who should be sent home. When sending the employees home, do not identify by name the infected employee or you could risk a violation of confidentiality laws. You may also want to consider asking a cleaning company to undertake a deep cleaning of your affected workspaces. If you work in a shared office building or area, you should inform building management so they can take whatever precautions they deem necessary.

### **One of our employees has a suspected but unconfirmed case of COVID-19. What should we do?**

Take the same precautions as noted above. Treat the situation as if the suspected case is a confirmed case for purposes of sending home potentially infected employees. Communicate with your affected workers to let them know that the employee has not tested positive for the virus but has been exhibiting symptoms that lead you to believe a positive diagnosis is possible.

### **Can I take employees' temperatures to ensure they don't have a fever when reporting to work?**

The Equal Employment Opportunity Commission (EEOC) gave employers the green light to take employees' temperatures to try and ward off the spread of the coronavirus in [guidance updated March 18](#). However, this won't prevent transmission. An individual without an elevated temperature could still be ill. Employers are better off requiring employees with visible signs of respiratory illness to stay home.

If employers want to take workers' temperatures, it is recommended to pay employees sent home for high temperatures to limit any legal risk, if they can afford to do so. The temperature reading should be kept confidential and the person administering the temperature check should be trained on the procedure.

### **What precautions are needed for individuals who are taking the temperatures of employees, applicants or customers?**

To protect the individual who is taking the temperature, you must first conduct an evaluation of reasonably anticipated hazards and assess the risk to which the individual may be exposed. The safest thing to do would be to assume the testers are going to potentially be exposed to someone who is infected who may cough or sneeze during their interaction. Based on that anticipated exposure, you must then determine what mitigation efforts can be taken to protect the employee by eliminating or minimizing the hazard, including personal protective equipment (PPE). Different types of devices can take temperature without exposure to bodily fluids. Further, the tester could have a face shield in case someone sneezes or coughs. Further information can be found at OSHA's website, examining the guidance it provides for healthcare employees (which includes recommendations on gowns, gloves, approved N95 respirators, and eye/face protection).

### **Can OSHA cite an employer for exposing my workforce to coronavirus without protective measures?**

Perhaps. OSHA regulates safety hazards through its "general duty" clause that applies to "recognized hazards" in the workplace. OSHA will look to the CDC as the authority when issuing such citations. The agency will determine whether the employer's industry knows that exposure to infected individuals in the workplace is a hazard. If so, the agency would expect the employer to take feasible measures to protect the employees and, if it not does not take such action, the employer could be subject to citation. Employers should conduct a hazard assessment for potential exposures and develop an action plan that includes hazard identification, hazard prevention procedures, employee training, medical monitoring surveillance and recordkeeping.

## **IV. HIPAA, Leave Management, Pay and Benefits**

### **During the COVID-19 pandemic, what types of health disclosures are allowed under HIPAA?**

A [recent bulletin](#) from the US Department of Health and Human Services (HHS) provided some clarity on the application of the Health Insurance Portability and Accountability Act (HIPAA) privacy rules as they pertain to COVID-19. Under HIPAA, protected health information (PHI) may be used and disclosed "when necessary to treat a patient, to protect the nation's public health, and for other critical purposes."

According to the bulletin, PHI may be disclosed for the purpose of preventing or controlling disease, injury or disability, as well as at the direction of a public health authority or to individuals at risk if authorized by law.

HIPAA also permits disclosures to family, friends and others identified by the patient as involved in the patient's care and "as necessary to identify, locate, and notify family members, guardians, or anyone else responsible for the patient's care, of the patient's location, general condition, or death." The bulletin notes, "This may include, where necessary to notify family members and others, the police, the press, or the public at large."

Otherwise, written authorization remains a requirement for "affirmative reporting to the media or the public at large about an identifiable patient, or the disclosure to the public or media of specific information about treatment of an identifiable patient." PHI that is disclosed must be limited to the minimum necessary. However, covered entities may rely on public health authorities or public officials that requested information is the minimum necessary for the purpose when such reliance is reasonable under the circumstances.

### **Does Family and Medical Leave Act (FMLA) leave apply for employees or immediate family members who may contract coronavirus?**

Yes, assuming that the FMLA applies to the employer, coronavirus would qualify as a "serious health condition" under FMLA, allowing an employee to take FMLA leave if either the employee or an immediate family member contracts the disease. The employee would be entitled to job reinstatement as well. State law may provide additional leave benefits.

### **Would I need to pay employees who go on leave during a quarantine period or because they have contracted coronavirus?**

Perhaps. The employee may be required to be paid if the employee is subject to a contract or collective bargaining agreement that requires pay when employees go on work-required leave. In the absence of a contract, hourly employees work at-will and are not guaranteed wages or hours. In other words, these employees do not need to be paid. Exempt employees do not have to be paid if they are sent home for an entire workweek. However, if exempt workers work for part of the workweek, they would have to be paid for the entire week.

### **Do I have to pay nonexempt employees who are sent home from work because they are sick or because we have no work for them?**

Most employers provide employees with paid time off for illness. Nonexempt employees who do not have paid leave available are not required to be paid for such absences, unless there is a collective bargaining agreement indicating otherwise.

### **Do I have to pay exempt employees who are sent home from work because they are sick or because we have no work for them?**

An exempt employee must be paid for partial-day absences but may have his or her salary reduced for full-day absences due to sickness if the employer offers a paid sick leave benefit and the employee has exhausted that leave or is not yet eligible for the leave.

### **Would I need to pay workers' compensation for employees who contract coronavirus?**

Perhaps, if the employees contracted the disease in the course of their employment. Does the employees' work require them to be exposed to persons who are infected? Typically, health care workers fall into this category. If an employee incidentally contracts the disease from a co-worker, there likely will be no workers' compensation liability. If there is workers' compensation liability, employers are responsible for covering the costs of reasonable and necessary medical care, temporary total disability benefits, and permanent disability (if any). Employers should engage a competent medical professional on infectious diseases for advice to determine whether the disease is work-related.

### **Would I need to pay my employees disability benefits if they contract the coronavirus?**

Yes, if such payments are provided in an employer's benefit plan. Employers should review the limits of coverage in the benefit plan to ensure they have competent medical resources to administer the program.

### **What obligations exist to notify or negotiate with a union regarding coronavirus policies, including leave due to quarantine?**

It depends on the terms of any collective bargaining agreement. There may be an obligation to negotiate with a union regarding the quarantine policies because they affect the terms and conditions of employment, which include wages and hours at work. Depending on the management rights clause in the contract, an employer may be able to send the employee home but may still have to pay the employee based on the union rights clause.

### **Can we open childcare centers at our workplace for employees' children who are not allowed to go to school?**

No. Though while well-intentioned, childcare centers and daycares require proper licensing from your state. Unless you already have or can obtain the proper licensure, you should refrain from doing so.

### **Can we instead offer informal "entertainment areas" or "kid zones" for employees' children who are not allowed to go to school?**

You should probably refrain from offering informal "entertainment areas" or "kid zones" because state regulating agencies may consider them unlicensed daycares. Additionally, the reason that schools have been closed across the country is to encourage social distancing in an effort to stop the spread of the COVID-19 coronavirus. Allowing children to gather in "kid zones" would place children in close quarters and would risk spreading the virus among the children and the workforce. You may instead consider clearly communicating with those on your staff who are able to work remotely that you will be flexible to allow them to parent their children during this time, which may include adjusting schedules, holding phone calls or video meetings during off-hours, and other alterations. Even a quick message letting your employees know that managers will not mind if children are sitting on laps or making noise in the background during phone calls and video conferences could go a long way toward making your employees feel comfortable.

## **V. Addressing Concerns About Performing Job Functions**

Be prepared for employees who may be nervous and concerned about contracting CoViD-19. From an employee-relations perspective, an employer should be understanding of the employee's concerns and evaluate every request or issue based on the employee's particular circumstances.

If an employee refuses to come to work when a co-worker is suspected of having contracted the coronavirus or is displaying flu-like symptoms, consider alternative arrangements such as telecommuting. With the appropriate equipment, e.g., laptops and software, allowing employees to telecommute can go a long way to ease worries among the workforce and further protect the workplace from transmission. Also, have employees take their laptops home each night in case the office is closed or they cannot get to work.

If telecommuting or working at another location is not an option, clearly, but kindly, communicate:

- Why the employee cannot be accommodated;
- Why the risk of CoViD-19 infection may be low;
- How the employee can protect themselves from infection; and
- What protective measures the employer will take.

There is still much that is unknown about the virus so listen to an employee's concerns and fears and be open to discussing alternative solutions.

In addressing or responding to a proposed alternative working solution:

- Review the telecommuting policy;
- Determine how to manage a telecommuter; and
- Consider additional issues relating to flexible working arrangements.

### **Is there an obligation to accommodate employees who do not want to work in public-facing positions due to risk of infection?**

There may be an obligation to accommodate such employees if there is some objective evidence that they could potentially be exposed to individuals who may have returned from a country with an outbreak—for example, airport employees who deal with travelers from a country with an outbreak. Employees should not be disciplined for refusing to work if they believe that there is a risk of infection because making such a complaint may be a protected activity. If the employer can establish that there is no basis for any exposure to the disease, the employee does not have to be paid during the time period the employee refuses to work.

### **Can an employee refuse to come to work because of fear of infection?**

Employees are only entitled to refuse to work if they believe they are in imminent danger. Section 13(a) of the Occupational Safety and Health Act (OSH Act) defines “imminent danger” to include “any conditions or practices in any place of employment which are such that a danger exists which can reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through the enforcement procedures otherwise provided by this Act.” OSHA discusses imminent danger as where there is “threat of death or serious physical harm,” or “a reasonable expectation that toxic substances or other health hazards are present, and exposure to them will shorten life or cause substantial reduction in physical or mental efficiency.”

The threat must be immediate or imminent, which means that an employee must believe that death or serious physical harm could occur within a short time, for example, before OSHA could investigate the problem. Requiring travel to China or to work with patients in a medical setting without personal protective equipment at this time may rise to this threshold. Most work conditions in the United States, however, do not meet the elements required for an employee to refuse to work. Once again, this guidance is general, and employers must determine when this unusual state exists in your workplace before determining whether it is permissible for employees to refuse to work.

In addition, Section 7 of the National Labor Relations Act (NLRA) extends broad-based statutory protection to those employees (in union and non-union settings alike) to engage in “protected concerted activity for mutual aid or protection.” Such activity has been defined to include circumstances in which two or more employees act together to improve their employment terms and conditions, although it has been extended to individual action expressly undertaken on behalf of co-workers.

On its own website, the National Labor Relations Board (NLRB) offers a number of examples, including, “talking with one or more employees about working conditions,” “participating in a concerted refusal to work in unsafe conditions,” and “joining with co-workers to talk to the media about problems in your workplace.” Employees are generally protected against discipline or discharge for engaging in such activity.

## **VI. Conclusion**

The foregoing information is provided based on currently known information. The progress of this disease is constantly evolving. The foregoing information is subject to change based on such evolving information.

Please see the CDC’s website for current precautions and travel notices/risks.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://wwwnc.cdc.gov/travel/notices/>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

In addition, please continue to visit the Guardian HR Forms Library for continuously updated materials on this and other topics. You can find Coronavirus specific information in the “Safety” Folder.