



LOUISIANA safe at work

.....
Your Toolkit for a Healthy Workplace

MARY BIRD PERKINS CANCER CENTER

PREVENTION ON THE *GO*

6 Steps Your Business Should Take Now

These tips and guidelines will help you reopen and keep your workforce and workplace safe.



1. Embrace Your Role

The workplace is now on the front lines in the COVID-19 fight.

- Shift your policies and attitudes from discouraging employees from calling in sick to requiring them to self-report symptoms. This will be difficult with so many workers eager to earn again.
- Reinforce your organization's commitment to preventing infection through regular messaging, workplace signage and open communication with employees. Encourage a culture of safety through regular messaging on symptoms and the benefits of early reporting.
- Find innovative ways to incentivize employees to self-report symptoms. Highlight recovering and celebrate recovered employees, and encourage them to personalize messaging to the rest of your team.

2. Make Your Facility Safer



The workplace is now where people will gather most frequently and in close proximity.

- Require physical distancing. This may include vacating some workstations so employees are six feet apart, reducing waiting room capacity and placing waiting room chairs six feet apart as well as using plexiglass barriers if you have check-in areas.
- Physical distancing at work will also require signage and education about the number of employees per physical space (how many people on an elevator or in a copy room, for example).
- Expect masks to become an everyday reality. You can promote their use through fun competitions and daily messaging.
- Follow recommended disinfection regimens, such as frequently disinfecting all high-contact surfaces, supplies and equipment using recommended disinfectants and procedures. Make hand sanitizing and hand washing readily available.
- Provide education and training, and post signage in the workplace to educate.

3. Teach and Encourage Employees to Make Their Homes Safer

As business returns to normal, homes are no longer safe havens – every family member now heightens exposure to one another.

- Teach and encourage employees to adopt physical distancing practices at home, to wear face masks when appropriate and to use outdoor spaces for gatherings and having guests over to visit.
- Teach and encourage proper disinfection regimen at home.
- Stress hygiene and wiping down shared surfaces often.

6 Steps Your Business Should Take Now

These tips and guidelines will help you reopen and keep your workforce and workplace safe.

4. Screen Employees for Symptoms

- Screen for symptoms when staff arrive at work (this is crucial in order to ensure employee health and reduce workplace outbreaks).
- Make sure the symptoms are updated to reflect new information from the CDC. Symptoms screening should include symptoms beyond fever.
- Put in place a plan for positive symptoms and educate your employees so they feel safe and not discriminated against for reporting symptoms.



5. Create Plans So Your Employees can be Tested

- Employees who show signs of COVID-19 infection should be sent for testing as soon as possible.
- Testing improves safety while minimizing lost work days. If positive, the employee is quickly able to quarantine at home. If negative, the employee continues work, minimizing missed work waiting on test results.
- Develop messaging to announce any employee exposure to the team, including proper procedures for team members who were exposed.



6. Manage and Monitor Employees' Return to Work

- Adopt and communicate to employees recommended guidelines for when and how employees can return to work.
- Set expectations for necessary follow-up and provide guidance for when the employee calls in sick.
- Develop a policy for return to work if an employee is caring for someone with COVID-19 in their home.

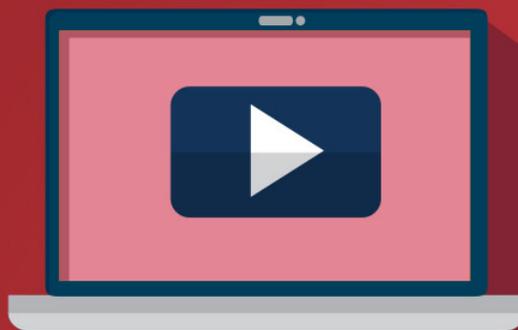


Video Visits

Convenient Cancer Care from
Mary Bird Perkins Cancer Center

In response to COVID-19, the Cancer Center has expanded our offerings of video visits exponentially. Patients quickly adapted to the technology and appreciate the convenience of receiving care from the comfort of their homes.

VIDEO APPOINTMENTS NOW AVAILABLE!



Mary Bird Perkins is prepared to provide our patients easy access to video visits with their physicians.

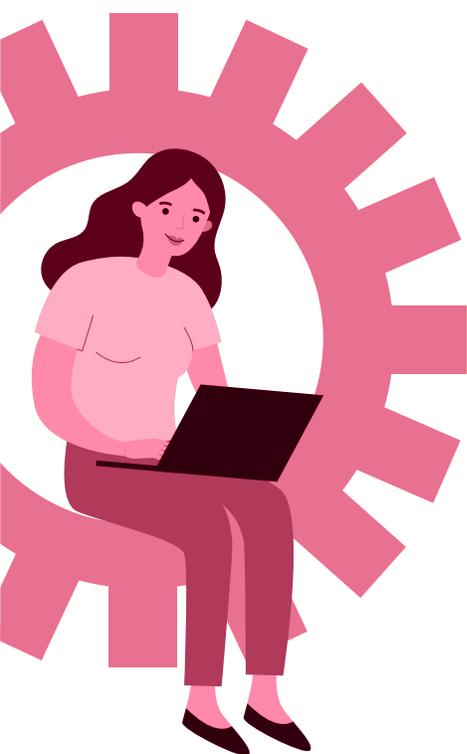
The Cancer Center's number one priority is to ensure the safety and wellbeing of our patients. If a patient doesn't need to come into the Cancer Center for treatment, we are able to meet with them using video visits. This technology allows doctors to connect with their patients and has been key to ensuring they remain connected with those they serve in the safest manner possible. Appointments with your doctor for consultations or follow-ups are now available (depending on provider availability).

Additional Resources

Mary Bird Perkins Cancer Center is committed to helping keep our patients and community safe and healthy. We partner with the Centers for Disease Control and Prevention (CDC) and the Louisiana Department of Health (LDH) to monitor updates, guidance, requirements and tips. Here are a few resources we find most useful:

- How to Protect Yourself & Others from COVID-19
- Social Distancing: Keep Your Distance to Slow the Spread of COVID-19
- Learn how to create your own homemade mask
- Mary Bird Perkins COVID-19 Updates
- CDC COVID-19 Guidance
- LDH COVID-19 Updates

To learn more about Our Lady of the Lake's Louisiana Safe at Work services and put together a plan that works for your business, [click here](#), email safeatwork@fmlhs.org or contact Jill Wyble at (225) 765-4003 to discuss how they can help you.



MARY BIRD PERKINS CANCER CENTER

PREVENTION ON THE *GO*

Our Mission

Our mission is to improve survivorship and lessen the burden of cancer through expert treatment, compassionate care, early detection, research and education.

