

# KEEP YOURSELF SAFE AT WORK DURING A COVID-19 PANDEMIC



If you are a healthcare worker, the PA Department of Health has [additional guidance](#).



If you work at a grocery store or food manufacturer, the PA Department of Agriculture has [additional guidance](#).



## DO I HAVE TO REPORT TO WORK?

On March 19, Governor Wolf ordered all [non-life-sustaining businesses](#) in Pennsylvania to close their physical locations to slow the spread of COVID-19. Businesses may request a [waiver](#) to keep their physical locations operating.



## WHAT IF MY BUSINESS IS NON-LIFE-SUSTAINING AND I REMAIN OPEN?

If your business has a waiver from [DCED](#), you may keep your physical locations open. All businesses are encouraged to have their employees tele-work if possible. Complaints about non-life-sustaining businesses without waivers that keep physical locations open can be reported to your local law enforcement's non-emergency number, or your nearest PA State Police station. **Please do not call 911.**



## IF I HAVE CONCERNS ABOUT MY HEALTH, DO I HAVE TO REPORT TO WORK?

Employees who have symptoms of COVID-19 (i.e., fever, cough, or shortness of breath) should notify their supervisor immediately and stay home.

If you are healthy, it depends upon whether your work is deemed essential or not and your medical risk. Talk with your employer about your concerns, especially if you are at [increased risk for COVID-19](#) (over age 65 or have underlying medical conditions).

If you are directed by a medical professional or government official to quarantine or self-isolate, you may be eligible for paid leave through the [Families First Coronavirus Response Act](#), or you may be eligible for [unemployment compensation](#). Visit [www.dli.pa.gov](http://www.dli.pa.gov) to find more FAQs about unemployment compensation.

Depending on your situation, your employer may be able to terminate your employment if you do not report to work as required by your employer. Employment in Pennsylvania is "at-will," unless you have a contract with your employer, or you are a member of a union with a collective bargaining agreement. If you are a member of a union, contact your union representative.



## I DON'T THINK MY EMPLOYER IS TAKING PRECAUTIONS TO PREVENT THE SPREAD OF COVID-19. WHAT CAN I DO?

The Centers for Disease Control and Prevention has [guidance for businesses](#) that remain open. In addition, the Occupational Safety and Health Administration (OSHA) has issued [Guidance on Preparing Workplaces for COVID-19](#). The OSHA guidance includes technical assistance for businesses to identify hazards and improve safety.

If you believe your employer is not following OSHA standards, you can [file a complaint online](#), or [call your local OSHA office](#).



## CAN MY EMPLOYER REFUSE TO PAY ME OVERTIME WHILE GOVERNOR WOLF'S DISASTER DECLARATION IS IN EFFECT?

No. According to the Pennsylvania Minimum Wage Act, eligible workers shall be paid 1½ times their regular rate of pay after 40 hours worked in a workweek. If you believe your employer is breaking Pennsylvania's overtime laws, contact the Bureau of Labor Law Compliance (BLLC). You can find more information about BLLC [here](#).



## HOW DO I PROTECT MYSELF AT WORK?

**Identify Where and How You Could Be Exposed at Work.**

New [OSHA Guidance](#) can help you identify the level of risk at your workplace, and how to take precautions to protect you and your coworkers. Speak with your employer about improvements that should be made to your workspace.

**Sick Employees Should Go Home Immediately.**

An employee who appears sick with a fever, cough, or shortness of breath should immediately be separated from customers and other employees and go home.

**Practice Social Distancing.**

Employees and customers should remain 6 feet apart. Meetings of 10 or more individuals should be canceled or rescheduled to a phone call or online platform. Non-essential business travel should be avoided.

**Educate Yourself and your Coworkers on How to Reduce the Spread.**

- Wash hands frequently for at least 20 seconds with soap and water. If soap and water are not available, use hand sanitizer.
- Avoid touching your eyes, nose, and mouth. Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.
- Clean AND sanitize frequently touched objects and surfaces in the workplace such as countertops, light switches, cell phones and other frequently touched areas.
- Avoid using another employee's work tools or equipment.