

Key elements of an *Infectious Disease Outbreak Response Plan*

- restricting travel
- limiting public meetings (utilize conference calls and webinars)
- utilizing telecommuting for office personnel when practical, especially for high-risk employees
- encouraging strong, consistent personal hygiene
- enforcing policies that require sick employees to remain home or be sent home
- reviewing and/or enhancing cleaning procedures, especially of touch points
- exercise and awareness of social distancing