

# CBS Corporate Safety and Environmental Affairs

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## *Cold and Flu Season*

Fall has officially arrived and so has cold and flu season. Flu is most common between December and February but can begin as early as October and continue until May.

OSHA has released a fact sheet and guidance documents on addressing cold and flu issues in the workplace. Here are some recommended actions that employers may take to ensure the continued operation of their business:

- Prepare and plan for operations with a reduced workforce.
- Work with suppliers to ensure that you can continue to operate.
- Identify business-essential positions and people required to sustain business-necessary functions and operations. Prepare to cross-train or develop ways to function in the absence of these positions.
- Stockpile items such as soap, tissue, hand sanitizer, and cleaning supplies.
- Organize and identify a central team of people to serve as a communications source.
- Work with employees to address leave, pay, transportation, travel, childcare, absence, and other human resources issues.
- Work with insurance companies to provide information about medical care.

Listed below are some basic hygiene and social distancing practices that can be implemented in every workplace to ensure the health and well-being of employees:

- Encourage sick employees to stay at home.
- Encourage employees to wash their hands frequently with soap and water or with hand sanitizer if there is no soap or water available.
- Encourage employees to cover their coughs and sneezes with a tissue or to cough and sneeze into their upper sleeves if tissues are not available. All employees should wash their hands or use a hand sanitizer after they cough, sneeze, or blow their noses.
- Employees should avoid close contact with their co-workers and visitors. They should avoid shaking hands and always wash their hands after contact with others.

### OSHA Recordkeeping Rule Change

Effective on January 1, 2015, OSHA is updating its injury and illness recordkeeping rule.

Going forward, employers will be required to report to OSHA within eight hours the work-related, in-patient hospitalization of one or more employees. The current rule requires notification of the hospitalization of three or more employees.

In regard to this new ruling, in-patient hospitalization is defined as the formal admission into a hospital or clinic for an overnight stay.

The new ruling also includes a requirement to report any work-related amputations or loss of an eye to OSHA within 24 hours.

Please contact [Mark.Perriello@cbs.com](mailto:Mark.Perriello@cbs.com) for additional information.

- Keep work surfaces, telephones, computer equipment, and other frequently touched surfaces clean.
- Discourage employees from using other employees' phones, desks, offices, or other work tools and equipment.
- Minimize situations where groups of people are crowded together, such as meetings. Use e-mail, phones, and text messages.
- Promote healthy lifestyles, including good nutrition, exercise, and smoking cessation.
- Communicate what options are available to work from home.
- Communicate the office leave policies; policies for getting paid; transportation issues; and day care concerns.

Please contact [Mark.Perriello@cbs.com](mailto:Mark.Perriello@cbs.com) with any questions or for additional information.