

Infectious Disease Control Policy

(COMPANY NAME) will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the company during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workspace.

(COMPANY NAME) is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

(COMPANY NAME) will endeavor to maintain a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles, etc. A task force will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the work place. The best strategy remains the most obvious – frequent handwashing for at least 20 seconds with warm, soapy water; and covering your mouth with your arm whenever you sneeze or cough. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Limiting Travel

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions before traveling. Business-related travel outside the United States will not be authorized until further notice.

Telecommuting

Telecommuting will be determined by the severity of the outbreak and the particular individual seeking to telecommute.

Staying at Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. (COMPANY NAME) provides paid PTO and other benefits to compensate employees who are unable to work due to illness.

During an infectious outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, chills and fatigue. Currently the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100

degrees F) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

In the event of an infectious disease outbreak (COMPANY NAME) may implement these social distancing guidelines to minimize the spread of the disease among the staff:

During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least 6 feet from each other if possible; avoid person-to-person contact.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, copier rooms or other areas where staff socialize.