# **Infectious Disease Policy for COVID-19 (Coronavirus)**

[Enter company name here] will take proactive steps to protect the workplace during the current COVID-19 outbreak. It is our goal, during this time period, to strive to operate effectively and ensure all essential services are continuously provided and employees are safe within the workplace.

We are committed to providing authoritative information about the nature and spread of the COVID-19 disease, 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 COVID-19 in the Workplace**

We will ensure a clean workplace, including the regular cleaning of objects and areas which are frequently used, such as break rooms, conference rooms, door handles, and all shared tools and equipment.

We ask all employees to cooperate in taking steps to reduce the transmission of the disease in the

workplace. The best strategy remains the most obvious: frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in covered wastebaskets. Alcohol-based hand sanitizers, anti-bacterial wipes and disinfectant spray will be made available in the break room and throughout the workplace common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face challenges in reporting to work during the COVID-19 outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule. Additionally, employees may be eligible for federally mandated paid sick leave and Family Leave Act programs specific to the COVID-19 outbreak.

*Limiting Travel*

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

*Telecommuting*

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

*Staying Home When Ill*

Many times, with the best of intentions, employees report to work even though they feel ill.

During this COVID-19 outbreak, it is critical employees do not report to work while they are ill, someone in their house is ill and/or experiencing COVID-19 symptoms such as fever, cough and shortness of breath.

For those exposed to someone with COVID-19 symptoms or a diagnosed case of COVID-19,the Centers for Disease Control’s (CDC) recommends (as of April 9, 2020):

* People, self-quarantine for 14 days.
* Once your quarantine period has ended and if you did not have symptoms, follow CDC Guidelines on how to return to your normal routine.

For those with COVID-19 symptoms or a diagnosed case of COVID-19, the CDC recommends (as of April 9, 2020) the employee remain at home until:

* At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications; **and**
* Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
* At least 7 days have passed *since symptoms first appeared*.

For Essential Critical Workers who have been exposed to COVID-19 but not exhibiting any symptoms, you may return to work under the following CDC guidance (as of April 9, 2020):

* Ensure you don’t have a temperature; **and**
* Wear a mask at all times; **and**
* Practice social distancing at all times; **and**
* Leave work if you become sick; **and**
* Don’t share head gear, goggles or objects used near face; **and**
* Don’t congregate in breakrooms or other crowded places.

Employees who report to work ill will be sent home in accordance with CDC guidelines.

*Requests for Medical Information and/or Documentation*

If you are diagnosed with COVID-19 or show symptoms of the illness, please let your supervisor know. We will request who you may have been in contact with at work. We will not identify you, but we will advise fellow workers that may have been exposed to self-quarantine and seek medical advice.

*Confidentiality of Medical Information*

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel and government officials as required by law.

*If an Employee has Signs and/or Symptoms of an Infectious Disease at Work*

If an Employee has signs and/or symptoms of an infectious disease at work, we will:

* Move the potentially infectious person to a location away from workers, customers and other visitors. Although most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until the potentially sick person(s) can be removed from the worksite.
* Take steps to limit spread of the respiratory secretions of a person who may have an infectious disease. Provide a face mask (if feasible and available), and ask the person to wear it, if tolerated.
* Implement emergency communications plan to ensure a manager is aware of the situation.

*Guidance on Preparing Workplaces for COVID-19*

During this COVID-19 outbreak, we will implement these workplace guidelines to minimize the spread of the disease. Determination will be made in accordance with OSHA and CDC Guidance.

At work, employees are requested to:

1. Wash your hands often with soap and running water or use 60% alcohol-based hand sanitizer.
2. Maintain Social Distancing of 6 feet. If unavoidable, wear a mask to cover your nose and mouth.
3. Avoid carpools and ride sharing. If unavoidable open windows to maintain good ventilation and wear a mask.
4. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, email or instant messaging to conduct business as much as possible even when participants are in the same building.
5. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands and wear a mask.
6. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
7. Do not congregate in the break room, clean up areas, mixing areas, tool lockup areas or any other common areas where people socialize.
8. Stagger start times when feasible and avoid crowded elevators, hoists and lifts (including lobby areas).
9. Avoid sharing tools and equipment, or wipe them down and disinfect between uses.
10. Wash your hands after touching any surfaces, handles, railings, doorways, walls, etc.
11. Bring your lunch and eat in shifts to avoid overcrowding of breakroom and common areas.
12. Encourage members and others to request information via phone and email in order to minimize person-to-person contact. Have the materials and information ready for fast pick-up or delivery.

Employees might be encouraged (to the extent possible) to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might meet contagious people.