**Infectious Disease Control Policy**

[Company] will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of [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 workplace.

[Company] 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] will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee 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 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 wastebaskets. 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 during an outbreak. 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. If this is not possible, then employees should self-quarantine for 14 days after out of state travel on public transportation such as planes, buses, or trains.

*Telecommuting*

Telework requests will be handled based on job title/job functions. While not all positions will be eligible, [Company] will make necessary accommodations when possible to limit exposure in the office. All requests for temporary telecommuting should be discussed with your manager for approval.

*Staying Home When Ill*

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid time off and other benefits to compensate employees who are unable to work due to illness. Employees are urged to take advantage of this paid time off and stay home when sick.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, shortness of breath, chills, muscle pain, headache and sore throat. 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 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. The CDC also warns symptoms for COVID-19 may appear 2-14 days after exposure. They suggest you can stop home isolation after all of the following have been met: 1)You have been fever free for at least 72 hours (without the use of medications) 2)Other symptoms have improved, 3)At least 7 days have passed since symptoms first appeared, OR you have received a negative test result. Employees who report to work ill will be sent home in accordance with these health guidelines. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/index.html>

**Reporting Covid-19 Illness**

[Company] trusts that employees will self-report any potential exposure. The following circumstances **require** reporting to [Company] immediately:

1)Employee is being tested for COVID-19.

2)Employee tests positive for COVID-19.

3)Potential exposure to COVID-19.

If any of the above circumstances exists, contact your Supervisor and HR Manager to report and self-quarantine at home until 1)You have been fever free for at least 72 hours (without the use of medications) AND 2)Other symptoms have improved, AND 3)At least 7 days have passed since symptoms first appeared, OR you have received a negative test result OR 14 days have passed since self-quarantine began and you have no symptoms. Before returning to work after self-quarantine, the employee must contact their Supervisor and HR Manager for approval to return.

*Requests for Medical Information and/or Documentation*

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, to know that it is appropriate for you to return to work, and to determine possible exposures to others in the workplace, as well as at our customer sites. As always, we expect and appreciate your cooperation if and when medical information is sought.

*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, safety personnel, and government officials as required by law.

**Social Distancing Guidelines for Workplace Infectious Disease Outbreaks**

In the event of an infectious disease outbreak, [Company] 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 such as shaking hands.

3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.

4. Do not congregate in work rooms, lunch rooms, copier rooms or other areas where people socialize.

5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

*Outside activities*

Employees are 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 come into contact with contagious people.

3. Avoid recreational travel.

**PPE**

Employees who interface with customers are provided masks and gloves, and encouraged to wear at the customer site at all times, regardless of the requirements of the customer.

Employees are encouraged to practice social distancing when possible at customer sites.

If employees ever do not feel comfortable at a site, they should call their supervisor to discuss concerns and how to proceed.

**Customer requests**

Some customers might request that we require self-assessment questionnaires prior to coming on site. This may include questions about fever, cough, sore throat, shortness of breath, travel outside the US, and exposure to anyone diagnosed with COVID-19.