

# ABC Company

## Communicable Disease Prevention Program

### Policy Statement

It is the policy of ABC Company to provide a safe and healthy work environment by establishing procedures and guidelines to help prevent and/or limit the transmission of communicable diseases in the workplace. During a pandemic and/or other communicable disease emergency, AMC Company may implement plans to adjust their operations if a reduced workforce is experienced to ensure resources are available to provide critical processes. Employees who have or are believed to have communicable diseases are expected to report these concerns to their supervisors/managers/company health department or health care provider as soon as possible.

### Scope

This policy applies to all ABC Company employees, whether full-time, part-time, or temporary. All supervisors and managers shall apply this policy consistently. Communicable diseases are not usually presumed to be industrial; however, there are some exceptions (refer to your state law). This policy may represent an exception to current workplace injury and illness practices. This regulation is applicable to all employees directly to ABC Company employees. It is illegal to discriminate against an employee based on his/her medical condition and/or disability. Supervisors/Managers shall not obtain medical information about an employee's general health to determine if that employee is at risk of contracting communicable diseases.

### Responsibility

Responsibility for implementing this policy is [Owner Name], Co-owner. ABC Company will provide the employee with the most up to date information and shall adopt health care practices.

### Procedures

#### **Preventive Measures**

During a pandemic and/or other communicable disease emergency, as declared in accordance with established guidelines set by the World Health Organization (WHO), U.S. Federal Center for Disease Control and Prevention (CDC), or State and local public health officials the following preventive measures identified below may be initiated:

- Providing appropriate information and training to employees
- Arranging for onsite voluntary vaccinations if directed
- Implementing physical distancing practices including:
  - Reducing face-to-face exposure by using conference calls
  - Minimizing or eliminating travel to affected areas (this may not be applicable to designated employees)
  - Canceling meetings, workshops, training sessions and scheduled events (this may not be applicable to designated employees)
  - Allowing employees to telework from home to reduce exposure in the workplace
- Ensuring frequently touched items (e.g. door knobs, hand rails, etc.) are cleaned and disinfected regularly
- Reinforcing frequent hand washing (20 seconds with warm water and soap)
- Providing employees with tissues and disinfectant wipes to allow employees to disinfect copiers, keyboards, telephone receivers, etc. in their work areas
- Provide employees with appropriate personal protective equipment to reduce the transmission of infections
- Daily sanitization processes every evening for 30 minutes after work hours using an ozone generator
- Encouraging employees to stay home and/or sending employees home who have symptoms consistent with the symptoms identified by the CDC, State and local health authorities for the pandemic or communicable disease of concern
- Requiring employees who travel to an affected area to remain at home until the incubation period of the pandemic and/or communicable disease of concern has passed, if indicated (this may not be applicable to designated employees)
- Establishing flexible work hours to minimize contact between employees, such as scheduling employees to work in shifts
- Limiting access to ABC Company Solutions to IPS employees
- Sending employees home who do not support critical business processes
- ABC Company will follow any safety guidance provided by the World Health Organization (WHO), U.S. Federal Center for Disease Control and Prevention (CDC), or State and local public health officials

### **Continuity of Operations Plan (COOP)**

Each department is required to prepare a COOP that may be implemented to adjust their operations if a reduced workforce is experienced to ensure resources are available to provide critical processes. ABC Company or designee may recommend activation of a department's COOP.

### **Employees Who Appear Ill While at Work**

When an employee is present in the workplace and exhibits signs of a contagious illness, they may be directed to go home. An employee should not be sent to the Occupational Health Office during a pandemic declared by the WHO or the CDC.

An employee's supervisor and or designee manager must observe one or more of the following symptoms of a contagious disease:

- Persistent coughing or sneezing
- Flushed skin
- Sweating without exertion
- Shaking chills
- Persistent eye and/or nasal discharge
- Extreme fatigue or lethargy
- Blistering or oozing skin lesions
- Other symptoms as determined by the Occupational Health Manager or other public health officials such as the CDC

### **Department's Response**

Due to the potential for overwhelming the resources of State/County/City's Occupational Health Clinic during a declaration of a pandemic by the WHO and/or the CDC, and because of the widespread presence of disease-causing organisms, employees exhibiting signs of a contagious disease may be directed as follows:

- The employee will be referred to their personal physician or local urgent care facility for evaluation and diagnostic testing, if indicated. If the employee's physician diagnoses a contagious illness consistent with transmission in the workplace, the employee shall be sent to Ray Tetu for completion of the appropriate paperwork.
- Due to the high prevalence of disease during a pandemic, there is a high probability that one would become ill because of an exposure occurring outside the workplace. Therefore, it will be incumbent upon the employee to obtain proof of exposure to the pandemic disease in the workplace in order to substantiate a workers' compensation claim.

### **Employees Returning to Work**

An employee who has been absent from work due to a contagious illness shall be allowed to return to work when she/he has had no fever for 24 hours without taking fever-reducing medication and is no longer displaying other symptoms of contagious illness, or in accordance with State/County/City's Occupational Health Clinic during a declaration of a pandemic by the WHO and/or the CDC.

### **Communication**

In order to effectively inform employees about a pandemic and/or other significant communicable disease outbreak, [Owner Name] will be responsible for developing a Crisis Communication plan for pandemics and/or other communicable diseases. ABC Company recognizes the importance of protecting, to the greatest extent possible, the confidentiality and privacy interests of all employees suspected of having or who have a communicable illness. Accordingly, such information should be handled with the same degree of care and sensitivity as is accorded to other types of highly confidential medical information and, if applicable, in compliance with HIPAA. ABC Company will disclose sensitive medical information of employees no further than is necessary to ensure the health and safety of ABC Company employees and in a manner consistent with applicable law.

### **Appropriate Leave**

Employees may be permitted to use their accrued sick leave, or other appropriate leave, if they have symptoms consistent with the pandemic and/or communicable disease of concern and/or elect to stay home to help prevent spreading the disease to others in the workplace, or tend to ill family members. Time used will be consistent with existing policies and procedures, provisions of the company policy, and state and/or federal laws.

Other examples of leave that may be enforced as a result of this policy include:

- Quarantined by a Public Health Official: If an employee is quarantined, the employee shall be granted appropriate leave until the quarantine period ends or the employee becomes ill with the communicable disease, whichever comes first.
- ABC Company is closed for operations or only critical business processes are allowed to continue. If employees are asked to stay home due to the closure of IPS operations or offices or they are not assigned to a critical business process, employees may use accrued compensatory leave, vacation leave, or unpaid authorized leave if the employee does not have sufficient accrued paid leave available.

### **Review of the Policy Provisions**

Management or designee, in conjunction with the Upper Management, will review, amend, extend, or cancel the provisions of this policy as appropriate.

## **Definitions**

- Affected Area: A geographical area that has been determined by authorities (World Health Organization (WHO), U.S. Federal Center for Disease Control and Prevention (CDC), or State and local public health officials) to have wide spread transmission of a communicable disease, including significant localized seasonal influenza (or other diseases) up to and including pandemics.
- Airborne Contagious Illnesses: Illnesses that are spread to other individuals through droplets or small airborne particles, which are suspended in the air, including but not limited to colds, influenza, tuberculosis.
- Communicable Disease: A disease that can be transferred from an infected person to another individual.
- Contagious Skin Conditions: Areas of exposed skin that have moist discharge and are not covered by a protective dressing.
- Incubation Period: The time, usually in days, between exposure to an illness and the onset of symptoms.
- Infection Control: A set of policies, procedures and practices used to minimize the risk of spreading infection such as hand washing and cleaning commonly touched surfaces.
- Isolation: implemented when the physician believes that an individual may have a contagious disease and represents an immediate danger to the public.

- Pandemic: A global disease outbreak that spreads easily from person-to-person.
- Physician: A licensed healthcare professional (Physician, Physician's Assistant, or Nurse Practitioner) who has knowledge of diagnosis and treatment of contagious diseases and has examined the individual.
- Quarantine: implemented when the company representative or physician believes that an individual may have been exposed to a contagious disease and represents a potential danger to the public.
- Physical Distancing: Actions taken to prevent or reduce the opportunities for close contact between people in order to limit the spread of a disease, including limiting or canceling public gathering, meetings, or travel.

## References

U.S. Federal Centers for Disease Control and Prevention  
State Department of Public Health  
State Department of Health Care Services