Employee Safety

Communicable Disease /Pandemic policy

[Company] will take proactive steps to protect the workplace and our employees in the event of an infectious disease outbreak. It is our goal, during any time of quarantine of infectious disease outbreak to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Employees are encouraged to engage in good hygiene practices while at work, especially hand washing with soap and water or, if water is not available, using alcohol based gel sanitizers. These are precautionary measures currently recommended by the CDC.

Communication will be vital during this time. Management must be informed immediately if you have traveled to an infected area or have knowingly come into contact with anyone who has traveled to an infected area.

Should an employee begin to feel ill with acute respiratory symptoms of coughing, sneezing, fever of 100.4 or over, or shortness of breath, he / she must alert their manager immediately and plan on staying home until they are symptom free for at least 24 hours. The employee should remain in daily contact with the manager.

If the pandemic becomes widespread, there may be other measures taken including but not limited to:

* Flexible work hours including staggered work hours and telecommuting
* Restricting employee travel to affected areas
* Go Home / Stay Home policy - Managers will be instructed to send and keep employees home if they exhibit symptoms of the illness, working from home if practical.

Common sense should prevail at this time. Wash your hands frequently, cover your coughs / sneezes using a tissue or cough into your elbow. Keep hard surfaces clean,- desk, phone and PC equipment.

If you are sick, or feel you may have been exposed to the virus, or if you have a family member who is ill, please contact a member of management or Human Resources immediately.