

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 name] during any such time 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.

[Company] will ensure a clean workplace, including the regular cleaning of objects and areas frequently used, such as bathrooms, breakrooms, conference rooms, door handles, and railings. Employees are expected to cooperate to reduce the transmission of infectious disease in the workplace by staying home when ill and following the Center for Disease Control and Prevention (CDC) guidelines.

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 speak with their supervisors about the potential to work from home temporarily or on an alternative work schedule. 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 supervisor for consideration.

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, requests for medical information are used to confirm an employee's need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for the employee to return to work. As always, [Company] expects and appreciates employee cooperation if and when medical information is sought. It is [Company]'s policy to treat any medical information as a confidential medical record. In furtherance of this policy, disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

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