Sample Communicable Disease Policy

The Company strives, at all times, to maintain a safe and health work environment for employees, vendors and the public. During a period of infectious disease outbreak, such as H1N1, COVID-19, etc., the Company is committed to establishing methods to minimize the exposure to the disease while sustaining the essential functions of the Company.

**Safety and Health Measures**

The Company has implemented disease mitigation and protective measures for employees working onsite and for interactions with customers, vendors and the public during the outbreak of a pandemic.

*Cleaning and disinfection.* To ensure a clean and safe workplace, the Company will conduct a regular cleaning of frequently used objects and areas, including:

* Conference Rooms;
* Bathrooms;
* Cafeterias;
* Breakrooms;
* Door Handles;
* Telephones; and
* Hand Railings.

Employees and other individuals who enter the workplace will be advised to follow personal hygiene practices to prevent infection (i.e., hand washing with soap and water or the use of hand sanitizer with at least 60% alcohol, avoid touching of the face, practicing social distancing, etc.).

Should an employee of the Company contract the infectious disease and have been working on the premises prior to diagnosis, the Company may elect to close down for 24-48 hours to effectively disinfect the facility for the protection of our other employees.

*Exposure risk minimization.* Specific measures to minimize the spread of the infection may be implemented, such as:

* Physical barriers between workers;
* Relocating workstations to provide more space between workers;
* Staggered work schedules; and
* Other actions as deemed necessary.

*Health monitoring.* Supervisors or other designated personnel will be trained to identify person with sign and symptoms of an infectious disease as described in guidance provided by the Centers for Disease Control and Prevention (CDC). Employees exhibiting symptoms of the known virus may be sent home or separated from other employees.

All employees will be trained on how to self-monitor for symptoms and report to a supervisor or management when they are ill or experiencing infectious disease symptoms.

Employees may be required to have their temperature taken upon arrival at the worksite, or to undergo company-sponsored health screenings.

*Social distancing.* The company may implement social distancing guidelines to reduce the spread of the infectious disease in the workplace.

*Stay home when sick.* Employees are urged not to report to work when they are feeling ill or are experiencing symptoms of an infectious disease (i.e., fever, shortness of breath, cough, sore throat, etc.). An employee who arrives at work with such symptoms or who begin showing such symptoms while at the worksite will be sent home.

If an employee is confirmed to have contracted an infectious disease, the Company will inform other employees of their possible exposure, but the confidentiality of the infected employee will be maintained as required by the Americans with Disabilities Act (ADA). The employee’s co-workers will be instructed to self-monitor for symptoms and will be provided with guidelines for doing so.

The Company reserves the right to prohibit an employee or another individual with a confirmed positive test for a pandemic virus from entering Company facilities or participating in programs or functions of the Company.

**Workplace Changes**

*Remote work*. Employees who normally work onsite and are also capable of performing work from home or remotely may be encouraged or told to do so during an infectious disease outbreak or pandemic. The arrangement may be temporary or long-term depending on pandemic-related/contagion-related conditions such as public shelter-in-place orders, quarantines, childcare service disruptions or school closings and other related factors.

All remote or telework arrangements or requests will be determined on a case-by-case basis.

*Travel restrictions.* The Company will evaluate the risk of employee exposure to pandemic viruses and may restrict, cancel or prohibit business travel as necessary to minimize the risk of infection to its employees, vendors and customers. The Company will follow the suggestions of government agencies and the CDC in making such determinations.

*Policy updates.* This policy may be altered and amended as necessary depending upon the pandemic threat our employees and communities are facing and the steps necessary to ensure the health and safety of all.