

## Communicable Disease Policy



XYZ Company will take proactive steps to protect the workplace in the event of an infectious disease outbreak. 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 disposable hand wipes or gel sanitizers. Employees are also encouraged to participate in the Company's annual influenza vaccinations during the fall.

A committee (emergency action/first responder members) will be designated to monitor and coordinate events around an infectious disease outbreak, as well as create work guidelines that could be implemented to promote safety through infection control. XYZ Company is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, posters, as well as required steps to be taken in the event of an illness or outbreak.

In deciding whether an employee apparently suffering from an illness may continue to work, XYZ Company considers several factors. The employee must be able to perform normal job duties and meet performance regular performance standards. In the judgment of XYZ Company and in conjunction with appropriate medical advice, the employee's continued presence must pose no risk to the health of the employee, other employees, and customers. XYZ Company may decide that the employee must stay home. In the event the company decides the employee should not work and the employee desires to continue working, the employee must submit a statement from his or her attending health care provider that the employee's continued presence poses no significant risk to the employee, other employees, or customers. XYZ Company may provide additional Paid Time Off in an effort to make all reasonable attempts to ensure that employees not attend the workplace while displaying symptoms of illness or if subject to quarantine directives.

This sample document is only an example and is based on the laws in effect at the time it was written. MRA-The Management Association, Inc. does not make any representations or warranties regarding the appropriateness or prudence of using this information for any particular individual or situation. Your company should add, delete, or modify the content of this document as needed to suit your purposes. This material is for your information only and should not be construed as legal advice. In some circumstances it may be advisable to have legal counsel review final documents prior to implementation.

© MRA – The Management Association, Inc.


Among others, a pandemic may have an impact on any or all of the following:

- Cancellation of scheduled vacations;
- Employee may have to stay home;
- Approval of overtime;
- Re-assignment of staff to a different department or branch;
- Additional use of part-time or supplemental staff.

It is the goal of XYZ Company, during any time period of quarantine or 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.

All employees are urged to contact Human Resources regarding any questions about the possible contagious nature of their own illness.

### MRA's HR Hotline can help you!

 **866-HR-Hotline** | 866.474.6854

 **InfoNow@mranet.org**

 **mranet.org/24-7/hr-hotline**

# As one of the largest nonprofit employer associations in the nation, MRA:

**Serves 4,000 employers**

covering one million employees worldwide.

Holds more than **2,000 Training** events annually.

**200 HR experts**

with more than 2,000 years of collective knowledge, experience and expertise.

Offers more than **1,000 HR Guides** templates, toolkits, and more.

HR SERVICES



LEARNING & ORGANIZATION DEVELOPMENT



TALENT MANAGEMENT



TOTAL REWARDS



## MRA is Your TotalHR<sup>®</sup> Resource.

MRA helps you create powerful teams and a safe, successful workplace with talent, tools, and training.



Wisconsin

Minnesota

Illinois

Iowa

[www.mranet.org](http://www.mranet.org) 800.488.4845