

## **Infectious Disease Control Policy**

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

The diocese 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.

### **Preventing the Spread of Infection in the Workplace**

We will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, conference rooms, door handles and railings. Our management team will monitor and coordinate events around an infectious disease outbreak, as well as create work rules that could be implemented to promote safety through infection control.

We ask all staff to cooperate in taking steps to reduce the transmission of infectious disease in our workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas and make sanitizing wipes available to clean work surfaces. Work process modifications may be implemented and the use of Personal Protective Equipment (PPE) may be required.

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 take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

#### *Limiting Travel*

All nonessential travel should be avoided until further notice.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, and ride-share resources will be provided on a case-by-case basis. Contact your supervisor or Human Resources for more information.

#### *Telecommuting*

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 manager for consideration.

#### *Staying Home When Ill*

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness and will comply with all government directives regarding paid and unpaid leave.

During an infectious disease outbreak, it is critical that you do not report to work while ill and/or experiencing symptoms including:

- fever
- cough
- sore throat
- shortness of breath or difficulty breathing
- runny or stuffy nose
- body aches
- headache
- chills
- fatigue

Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100.3 degrees F) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

#### *Requests for Medical Information and/or Documentation*

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, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation when medical information is sought.

#### *Confidentiality of Medical Information*

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, Human Resources, first aid and safety personnel, and government officials as required by law.

#### **Social Distancing Guidelines for Workplace Infectious Disease Outbreaks**

In the event of an infectious disease outbreak, we may implement social distancing guidelines to minimize the spread of the disease among staff. Accordingly, during the workday, we may ask staff to:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands.
- Don't congregate in open areas, kitchens, copier rooms or other areas where people socialize.
- Bring lunch and eat at your desk or away from others.

## Specific COVID-19 Guidance

If you have tested positive for COVID-19 or been exposed to a positive case, you are required to contact your supervisor immediately who will document the details including test or exposure date and email the report to Human Resources where your case will be monitored. You will be asked to self-quarantine for 14 days since the date of your test or exposure to a positive case.

if you have symptoms of COVID-19 (a fever over 100.3 degrees, cough, or shortness of breath) or have been in close proximity (within 6 feet) to someone with symptoms, you are required to report this immediately to your supervisor who will document the details including symptoms, temperature and date and email the report to Human Resources where your case will be monitored. You will be asked to self-quarantine for 14 days since the date of the onset of your symptoms or exposure to someone with symptoms.

Per the CDC, there are three options for determining when a person may end home isolation and return to work:

- *Non-test-based strategy:* Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue home isolation under the following conditions:
  - At least three days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and
  - At least seven days have passed since symptoms first appeared.
- *Test-based strategy:* Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue home isolation under the following conditions:
  - Resolution of fever without the use of fever-reducing medications;
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
  - Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected 24 hours apart
- Individuals with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue home isolation when at least seven days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

To reduce the impact of COVID-19 outbreak conditions on our workplace, visitors and the public, it is important for all employees to adhere to these policies and procedures.

**I have received, read and understand the diocese's Infectious Disease Control Policy and Specific COVID-19 Guidance. I understand that failure to adhere to these policies and procedures may result in corrective action up to and including termination of employment.**

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**