

# Infectious and Contagious Disease Control Policy

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Sands Anderson PC will continue to take proactive steps to protect the workplace during the COVID-19 infectious disease outbreak. It is the goal of Sands Anderson PC during this time period to strive to operate effectively to maintain business continuity and strive to maintain a safe workplace for employees, clients and visitors.

Sands Anderson PC is committed to continue to provide 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**

Sands Anderson PC will strive to maintain a safe workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. The Administrative Directors are designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the 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 also installed alcohol-based hand sanitizers and UV cleaners throughout the workplace and in common areas.

Effective Monday, March 16, 2020 – March 31, 2020 we initiated modified business operations. We are of the "solutions oriented" mindset, so individuals are encouraged to coordinate with human resources to work remotely temporarily and/or on an alternative work schedule.

## ***Telecommuting***

Telework is encouraged and requests will be handled on a case-by-case basis. All positions will be eligible pending modifications and all requests for temporary telecommuting should be coordinated with Janet Broadway in human resources.

## ***Staying Home When Ill***

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid time off, FMLA and short-term disability benefits to compensate employees who are unable to work due to illness.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and 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 degrees F or 37.8 degrees C) 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.

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## ***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 if and 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, managers, first aid and safety personnel, and government officials as required by law.

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

During this infectious disease outbreak, Sands Anderson expects employees to abide by social distancing guidelines to minimize the spread of the disease among the staff.

*During the workday*, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, e-mail or Zoom conferencing to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

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### ***Limiting Travel***

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact human resources for more information.

### ***Outside activities and Domestic and International Travel***

Employees are encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.
3. If an employee has engaged in recent domestic or international travel or an outside activity where there has been a questionable situation of exposure, Sands Anderson will immediately execute a self-quarantine plan.