

PEOPLE'S PLACE

Infectious Disease Policy

Approved By: Board of Directors

Review Date: 11/01/2021

I. PURPOSE

This policy provides guidelines that help mitigate the risk of an infectious disease and to sustain a healthy and safe workplace. People's Place will take proactive steps to protect the workplace in the event of an infectious disease outbreak. The goal during any such time period is to strive to operate effectively, ensure that all essential services are continuously provided, and to strive to keep our employees safe within the workplace and work activities.

II. POLICY STATEMENT

It is the policy of People's Place to comply with all mandated regulations regarding infectious disease.

III. APPLICATION

This policy applies to all People's Place board, staff, volunteers and clients.

IV. DEFINITIONS

- A. Emergency Paid leave - time off for which employees may be paid as determined by the Executive Director.
- B. Unpaid leave - time off for which the employee will not be paid.
- C. Infectious disease - a viral, bacterial, parasitic, or fungal disease that can be transmitted between people.
- D. Outbreak- an increased number of cases of a particular disease, which includes epidemics and pandemics.

V. STANDARDS

- A. Recognizing the unpredictability of infectious disease outbreaks, this policy is at the discretion of the Executive Director.
- B. People's Place will follow infectious disease guidelines issued by the Centers for Disease Control and the State of Delaware and will provide ongoing guidance.
- C. Employees may be required to screen any non-employee requesting to enter an occupied worksite per agency guidelines.
- D. During an infectious disease outbreak, People's Place may require social distancing and wearing a mask to minimize the spread of the disease among the staff and our community.

During the workday, employees may be required to:

1. Avoid meeting people face-to-face. Employees may be 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.
 2. If a face-to-face meeting is unavoidable, employees may need to minimize the meeting time, choose a large meeting room, wear a mask and social distance from each other if possible; avoid person-to-person contact such as shaking hands, hugging, etc.
 3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions that cannot be conducted remotely.
 4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
 5. Bring lunch and eat away from others (avoid lunchrooms and crowded restaurants).
 6. Encourage staff and others to request information and make purchases via phone and e-mail in to minimize person-to-person contact. Have the purchase and information ready for fast pick-up or delivery.
- E. Maintaining a clean workplace, including cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings is essential.
- F. Management staff will monitor and coordinate events around an infectious disease outbreak, as well as create work rules to promote safety through infection control.
- G. 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 alternate sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.
- H. Employees, volunteers, board members and clients may be required to complete health screening questionnaires prior to beginning work each day.
- I. Staff answering yes to any of the health screening questions are to contact their supervisor and Human Resources immediately. Clients answering yes to any health screening questions should follow program guidelines.
- J. Staff who begin feeling ill at work are to notify their supervisor immediately, preferably by phone, text or email. Do not come in close contact with any other staff or clients, wear a mask, and follow directions given by supervisor.
- K. Staff exhibiting symptoms of an infectious disease as defined by Centers for Disease Control may be sent home as instructed by their supervisor.
- L. People's Place reserves the right to require communicable disease testing and results as a measure to maintain a safe environment.

- M. People’s Place reserves the right to require immunization records as a measure to maintain a safe environment.
- N. All nonessential travel may be cancelled. Employees who travel as an essential part of their job should consult with supervisor on appropriate actions.
- O. Telework requests will be handled on a case-by-case basis as outlined in Telework Policy.
- P. During an infectious disease outbreak, it is critical that employees do not report to work while they are ill.
- Q. People’s Place expects employees, volunteers and board members who contract an infectious disease or are exposed to infected family members or other persons to stay home and seek medical attention if needed. People’s Place also expects these employees to notify their supervisor and Human Resources as soon as possible upon exposure or illness.
- R. If an employee is out sick or shows symptoms of being ill, it may become necessary to request information from your health care provider. In general, we would request medical information to confirm their need to be absent, to show whether and how an absence relates to the infection, and to know when it is appropriate for the employee to return to work.

VI. PROCEDURES

*** These procedures are at the discretion of the Executive Director and will be invoked and outlined as needed***

A. Health Screenings

Employee responds NO to all questions

Individual Responsible

Action

Employee

1. Prior to reporting to work, be prepared to complete employee staff health screening questionnaire with all no answers.
2. If employee answers no to all of the questions are no, report to work as scheduled and submit the health screen to your supervisor.

Supervisor

1. Receives health screening questionnaire from staff.
2. Maintains documentation health screening questionnaires.

Employee responds YES to a question

Employee

1. If employee answer yes to any of the staff health screening questionnaire do not report to work and contact your supervisor and Human Resources immediately.
2. Employees are encouraged to contact their health care provider and/or Delaware Public Health.

Supervisor	<ol style="list-style-type: none"> 1. Receives communication from staff that they are unable to report to work based on health screening questionnaire. 2. Documents conversation with staff and notifies the Program Director and/or Associate Director. 3. Instructs the employee to contact Human Resources if they haven't already done so.
Program Director/Associate Director	<ol style="list-style-type: none"> 1. Documents conversation and notifies their supervisor and Human Resources.
Human Resources	<ol style="list-style-type: none"> 1. Contacts the employee to discuss available leave and other benefits. 2. Discusses what will be needed prior to the employee returning to work and schedules check in with the employee. 3. Relays needed information such as days out of work, intent to return to work etc. with Program Director/Associate Director.
Employee	<ol style="list-style-type: none"> 1. Must contact supervisor prior to and upon receipt of return of return date within 24 hours.

VIII. EXHIBITS

- A. Staff Health Questionnaire

IV. REFERENCE

- A. Emergency Leave Policy
- B. Telework Policy
- C. Leave Policy