

Progressive Life Center

Policy Title: Communicable Disease Prevention & Emergency Response Policy	Page: 1 of 4
Status: New	File No.: TBD
Effective: Pending	Approved by: TBD

1. Purpose

To set forth PLC's policy on emergency response and preparedness procedures for communicable diseases.

2. Scope

This policy applies to all corporate activities of the company, divisions of the company, employees, prospective employees, contractors/consultants, interns, clients, and volunteers.

3. Responsibility

The interpretation and administration of this policy and procedure shall be the responsibility of the Chief Clinical Officer, Director of Human Resources and Chief Executive Officer.

4. Definition

Communicable diseases include, but are not limited to, coronavirus, influenza, tuberculosis, measles, viral hepatitis-A and hepatitis-B, human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, and Severe Acute Respiratory Syndrome (SARS). This definition may be expanded within the best interest and in accordance with information received through the Centers for Disease Control (CDC) and/or World Health Organization (WHO).

Infection disease refers to communicable diseases.

5. Policy

PLC ensures the safety of clients/consumers and personnel in the event of an infectious disease outbreak. All employees receive ongoing training to respond to these events.

PLC shall not discriminate against or deny access to the workplace to any person covered under this policy solely on the grounds of who has a communicable disease, a record or history of infectious disease, or who is regarded or perceived to have a communicable disease. Rights to a discrimination-free workplace are protected under the Civil Rights Act of 1964, as amended, Americans with Disabilities Act (ADA) of 1990, and other federal, state, and local laws. PLC shall pursue all avenues, in accordance with existing laws and PLC policies, to extend a reasonable accommodation to any employee or applicant of employment who is subject to this policy. PLC is required to follow all protocols of state, federal, and local laws and regulations, and government agencies regarding the types of persons who are permitted to provide services under the contracts between those agencies and PLC.

The following will be considered, but not limited to, when notified about a person with a communicable disease: current medical information regarding the disease, physician's recommendations, risk of transmitting the disease, symptoms and special circumstances, careful weighing of the identified risk, and available alternative(s) for responding to a person with a communicable disease.

If PLC determines, based on medical facts and physician recommendation, a restriction is necessary for the welfare of a person with a communicable disease and/or the welfare of others (e.g. clients, consumers, employees, visitors) in the workplace/community, the person with the communicable disease will not be permitted in PLC facilities, client homes, and other PLC related meetings and events.

PLC will adhere to all federal, state, and local laws and regulations to protect the privacy of a person with a communicable disease.

In the event of an infection disease outbreak, PLC will take proactive steps to safeguard the workplace, put measures in place to keep the personnel safe, ensure essential services are continuously provided, and adhere to guidance provided by the federal, state, and local authorities.

PLC will provide information from CDC, WHO, state, and/or local governments regarding the nature and spread of infectious disease to include symptoms and signs as well as procedures to follow in the event of a communicable disease outbreak.

6.Procedures

In the event of an infectious disease outbreak, PLC will communicate with the governing body, personnel, clients, the public, and the media, when necessary. When a PLC facility must close due to a communicable disease outbreak, a temporary work site will be identified, when necessary. All staff, service recipients, and other required parties will be notified by using various methods of communication (e.g. phone, text, e-mail, etc.). Directors/Supervisors also notify client's parent(s) or legal guardian(s), as well as other appropriate persons in the case of such an outbreak.

The attendance and general leave policy will remain in place during an outbreak, unless otherwise notified by Executive Management or Human Resources. Personnel who believe he/she may encounter issues reporting to work during an outbreak should develop a contingency plan with his/her Director/Supervisor; the plan must be submitted to Human Resources for review and approval. For example, a person may need to arrange for alternative child care if schools close and/or develop a plan to temporarily work off-site.

PLC's response to an infectious disease outbreak includes, but is not limited to, the following:

1. Preventing the Spread of Infection in the Workplace
PLC will ensure facilities (e.g. bathrooms, conference rooms, breakrooms,

door handles, railing, etc.) are thoroughly cleaned and disinfected on a daily basis.

Personnel must take steps to reduce the spread of infectious disease in the work place by exercising best practices such as handwashing with soap and warm water, use alcohol-based hand sanitizers, covering your mouth by using a tissue (discard tissue in wastebasket) or into your elbow when sneezing and coughing, and cleaning phone, keyboard, mouse, and desk surfaces with disinfectant wipes daily.

2. Limiting Travel

During an infectious disease outbreak, personnel should refrain from non-essential travel. Business related travel outside of the United States and within the United States, when necessary, will not be authorized until further notice. Travel ban notifications will be sent out from an Executive Officer or Human Resources, if necessary.

Personnel should avoid crowded public transportation until further notice.

3. Alternative Work Schedules

Director/Supervisor will consider alternative work schedule request on a case-by-case basis. Some examples for an alternative work schedule under this emergency response plan include, but are not limited to, school closures, caring for an elderly parent, his/her own illness, lack of available public transportation, etc.

All personnel selected for an alternative work schedule must adhere to the Alternative Work Schedule policy. Limitations to the number of days a person can telecommute can be adjusted when being used under this emergency response plan.

4. Staying Home When Ill

Personnel must stay home if he/she is ill and/or experiencing the following symptoms, but not limited to, fever with sore throat, cough, runny or stuffy nose, body aches, headaches, chills, and/or fatigue. The CDC recommends people with an infectious disease stay home until at least 24 hours after they are free of fever or signs of a fever without the use of fever reducing medications. Personnel who report to work ill must be sent home in accordance with the above referenced guidelines.

Personnel who have a communicable disease or have come in contact with a person who has a communicable disease must report this information to the Human Resources Department immediately.

General leave or other benefits (e.g. FMLA, ADA, Leave of Absence, etc.) should be utilized when a person is unable to work due to an illness.

5. Request for Medical Information and/or Documentation

Personnel who are unable to work due to an illness will not be permitted

back into the workplace without a physician's note. The note must indicate whether and how an absence relates to the infectious disease and what is appropriate for him/her to return to work.

6. Confidentiality of Medical Information

PLC will keep medical information in the confidential medical file.

Disclosure of medical information is limited to Human Resources, safety personnel and government officials as required by law.

7. Social Distancing

If federal, state, or local officials call for social distancing during an infectious disease outbreak, PLC request the following, but not limited to:

- Avoid face-to-face meetings. Personnel should use the telephone, teleconferencing (e.g. Skype, Zoom, WebEx, etc.), email, and/or Microsoft Teams to conduct business; even when participants are in the same building.
- If face-to-face meetings are unavoidable, meeting times should be reduced, use large conference rooms, sit at least one yard (3 feet) to 2 yards (6 feet) apart, and avoid shaking hands.
- Cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.
- Do not congregate in breakrooms, copier areas, or other places in the workplace where people tend to socialize.
- Bring lunch and eat lunch at your desk or away from others. Try to avoid crowded restaurants and breakrooms.
- Have materials and information ready for fast pick-up or delivery.
- Avoid public transportation or go early or late to avoid rush-hour crowding on public transportation.
- Avoid recreational or other leisure classes, meetings, activities, etc. where a person may come in contact with a contagious person.