

## Progressive Life Center

Policy Title: Communicable Disease Prevention & Emergency Response Policy	Page: 1 of 9
Status: Revised	File No.: TBD
Effective: June 20, 2020	Approved by: Board of Directors

### 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 inform PLC of the locations and dates of all domestic or foreign travel taken at the time the trip concludes.**

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.

**During a pandemic, limitations to the number of days a person can telecommute can be adjusted when being used under this emergency response plan.**

**As offices begin to reopen, the Supervisor and Regional Director will review positions and consult with Human Resources, when necessary, to determine which positions must return to full-duty and/or continue teleworking.**

## 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. **Dependent upon the type of infectious disease, some personnel may be required to stay home longer after he/she is free from 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 **in terms of date and accommodation** 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 **that personnel adhere to any state, federal or local required practices, including**, but not limited to the following:

- 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 2 yards (6 feet) apart or further, 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.
- **Floor markers may be used to indicate safe distances throughout the office.**

7. Stay-at-Home Orders

**When a Governor or Mayor issues a stay-at-home order during a**

pandemic, PLC offices will close in accordance with the order for each respective state in which PLC has an office.

#### 8. Reopening Offices

PLC will follow the guidance provided by the federal, state, and local jurisdictions. There will be a staggered approach to reopening and resuming full capacity in PLC offices. The decision regarding which phase PLC will operate under will be made by the President/CEO. Staff will be notified by email and/or by his/her supervisor of the phase at least one week in advance of the phase effective date.

	Phase I	Phase II	Phase III
<b>Staff Schedule</b>	<ul style="list-style-type: none"> <li>• Essential employees continue to telework.</li> <li>• Employees may visit offices to print, copy, collect mail, and review files as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Office buildings reopen.</li> <li>• Employees that can telework, but prefer not to, may be permitted to return to work with the use of PPE.</li> <li>• Employees who cannot perform work virtually return to the office with the use of PPE.</li> <li>• Employees may be required to work in office some days and telework the other days during the work week.</li> <li>• Staggered shifts will be utilized.</li> </ul>	<ul style="list-style-type: none"> <li>• Office buildings are open.</li> <li>• All employees can return to the office with the use of PPE.</li> <li>• Alternative work schedules are available to eligible employees.</li> </ul>
<b>Office Capacity</b>	No more than five to nine employees are permitted in a PLC office at one time.	No more than five to nine employees are permitted in a PLC office at one time.	Full office capacity is permitted.
<b>Service Delivery</b>	• All services must be conducted	• Most services should be provided	• Provide as many virtual services as

	<b>virtually.</b>	<b>virtually.</b> • <b>Workers are only permitted to conduct in-home services in the event of an emergency with the use of PPE, unless otherwise specific guidance is provided by the federal, state or local jurisdiction.</b>	<b>possible.</b> • <b>Workers are permitted to conduct in-home services with the use of PPE.</b>
<b>PPE Required</b>	<b>Mask must be worn at all times.</b>	<b>Mask must be worn at all times.</b>	<b>Mask must be worn at all times.</b>
<b>Social Distancing Required</b>	<b>Yes, please refer to section 6.7 of this policy for additional information on social distancing.</b>	<b>Yes, please refer to section 6.7 of this policy for additional information on social distancing.</b>	<b>Yes, please refer to section 6.7 of this policy for additional information on social distancing.</b>

**When offices reopen, employees are required to report to the office for work. An employee who has a concern with returning to work must meet with Human Resources and his/her supervisor to discuss concerns and options. Employees who need a reasonable accommodation must follow the Americans with Disability Acts procedures in the employee handbook.**

**9. Safety Precautions**

**PLC will provide employees access to PPE (e.g. mask and gloves). Signs will be posted at entry points and throughout the building to remind people of safety precautions.**

**Employees must replace handshakes with head nods and waves.**

**Prescreening by the office designee is required to verify each employee has no symptoms of the illness (i.e. fever, cough, shortness of breath, etc.) before entering the office.**

**When employees are out in the community for personal or business reasons, employees must continue to utilize social distance practices, wear mask, and follow other safety precaution guidance provided by federal, state, and local jurisdictions.**

**Employees must report to HR and/or supervisor if he/she has traveled out of the country. Upon returning from out of the country, the employee must self-quarantine for 14 days.**

**Employees must self-report to HR and/or supervisor if he/she is experiencing any symptoms of the illness. An employee may not report to work if he/she is experiencing symptoms of illness and must immediately self-quarantine for at least 14 days and/or per doctor's orders. The employee must present a fitness-for-duty/return-to-work note from his/her physician prior to reporting to the office.**

**Employees who do not self-report an illness, report to work, and are found to be ill will be sent home immediately and will face disciplinary action, up to and including termination.**

**Additional safety precautions include but are not limited to:**

#### Temperature Checks

- **Employees' and visitors' temperatures will be checked by the office designee(s) with a non-contact thermometer prior to a person entering the building.**
- **Temperatures will be recorded and kept in a locked file cabinet at-all times separate from an employee's personnel file.**
- **Temperatures exceeding 99.5 degrees Fahrenheit will be reported to the Director/Supervisor and Human Resources Department. Employees and visitors whose temperatures exceed 99.5 degrees Fahrenheit will not be permitted into the building. Employees who register a temperature above 99.5 degrees Fahrenheit should telework that day; he/she may come back to the office the next day if there are no signs of illness.**
- **Temperatures may only be recorded on a HIPAA compliant sign-in sheet. After the person signs the sheet, the label must be removed immediately to protect the person's privacy.**

#### Handwashing and Sanitizer

**Handwashing is one of the best ways to protect yourself and others from getting sick. Employees should wash his/her hands or use hand sanitizer before and after eating, after using the restroom, before and after using highly touched surface (e.g. copy machine, elevator button, etc.). Hand sanitizer will be placed throughout the office.**

#### Hygiene Etiquette

**For all workers, regardless of specific exposure risks:**

- **Practice good and frequent hand hygiene.**
- **Follow good cough/sneeze etiquette.**
- **Avoid touching the eyes, nose, or mouth with unwashed hands.**
- **Avoid close contact with people who are sick.**
- **Use hand sanitizer when you cannot use soap and water.**

### Mask and Gloves

**Employees and visitors must wear face coverings over their nose and mouth when in the office, conducting in-home services, and in the presence of others.**

**Gloves may be worn by employees when in the office. Gloves must be worn when conducting in-home services.**

### Cleaning Offices

**Surfaces and other highly touched areas (i.e. door handles, stair rails, elevator buttons, bathrooms, etc.) around the office will be cleaned daily with disinfectant cleaner.**

**PLC will make readily available disinfectant wipes and/or sprays for employees to use for cleaning and disinfecting areas he/she may utilize.**

**Employees should clean their desk, keyboards, mouse, and other frequently touched areas in their offices daily.**

### Vehicles

**No more than 2 people shall occupy one vehicle when conducting work. The driver and passenger must wear face coverings when riding together.**

**Vehicle handles and other touch surfaces (e.g. steering wheel, gear shift, turn signal, etc.) must be cleaned/disinfected after each use.**

## **10. Exhibiting Symptoms of Illness at Work Protocol**

**The following steps must be taken if someone presents symptoms of illness at work:**

- **Notify Director/Supervisor;**
- **Send the person home immediately;**
- **Call 911 if the person is experiencing a medical emergency (i.e. difficulty breathing, chest pains, seizure, etc.). An employee may not transport another employee to a hospital in their personal vehicle or a PLC owned vehicle;**
- **Contact Human Resources;**
- **Close off area(s) used by the employee;**
- **Close the office building and send other employees off-site, if necessary;**
- **Notify staff of office closure, potential reopen date, and provide instructions for teleworking;**
- **Wait 24 hours or more before maintenance begins cleaning and disinfecting the office;**
- **Open doors and windows to allow for fresh air circulation, if possible;**
- **Use an air purifier in the office, if available.**



## **11. Training**

**All staff must complete the safety training prior to returning to resume normal duties in the office. Failure to complete the training and submit the training certificate to his/her Director/Supervisor and Human Resources will result in disciplinary action, up to and including termination.**



# PROGRESSIVE LIFE CENTER, INC.

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## **Communicable Disease Prevention & Emergency Response Policy Acknowledgement**

**This will serve to notify my employer that I received and read my personal copy of the Communicable Disease Prevention & Emergency Response policy and procedures. I understand the policies and procedures described are subject to change or may be revised at Progressive Life Center, Inc. discretion due to a particular circumstance of a given situation.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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