

	<p>City of Albany Human Resources Policy Policy #: HR-ER-18-002 Title: Contagious Illness</p>	<p>Employee Relations</p>
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Purpose

It is the goal of the City of Albany to reduce the impact of contagious illness on employees, customers and the general public while continuing to offer public and emergency services during a contagious illness outbreak.

Policy

An employee’s risk of exposure to a contagious illness during a serious outbreak may vary. The level of risk depends on whether or not a job requires close proximity to people potentially infected with a contagious illness, or whether an employee is required to have either repeated or extended contact with known or suspected sources of contagious illness such as coworkers, the general public, or other individuals or groups.

Each Department will plan preventative measures to protect and support employees, customers, and the general public. These preventative measures may include:

1. Social distancing that minimizes face-to-face contact, reduces frequency, proximity and the duration of contact between both employees and customers to reduce the chance of spreading contagious illness or disease from person to person, i.e. e-mail, websites, teleconferences.
2. Organizing and identifying a central team of employees or a focal point (Web site, bulletin board or other means) to serve as a communication source so that employees and customers can have accurate information during the outbreak.
3. Working with employees to address absence and leave issues to plan for continuing the essential functions of the department during elevated absentee rates. This may include cross-training employees to perform essential functions so that necessary Department functions are able to operate even if key staff is absent.
4. Consideration of reassignment of duties to reduce contact with others for those employees who are at high risk for complications from a contagious illness (according to CDC priority immunization list), to allow the employee to stay at work.
5. A supervisor providing an alternative work schedule on a case-by-case basis, including staggered work shifts or allow an employee to stagger a work shift to provide coverage for department operations. Consideration may also be given for an employee to work from home when feasible.
6. Cancellation of non-essential business travel.
7. Promotion of preventative personal hygiene and providing employees and customers easy access to infection control supplies, such as soap, hand sanitizers, personal protective equipment, tissues, and office cleaning supplies.
8. Providing training, education, and information material about business-essential job functions and employee health and safety, including proper hygiene practices and the use of any personal protective equipment to be used in the workplace.
9. Assignment of staff to disinfect City equipment such as employee desks, telephones, door knobs, counter tops, meeting rooms, City vehicles, and general public areas. The City will provide personal protective equipment, such as gloves



- or surgical masks.
10. Encourage employees to take care of their health by eating right, getting plenty of rest, getting an annual flu vaccination and staying current on all vaccinations.
 11. Encouraging ill employees to stay at home until at least 24 hours after they no longer have a fever (100 degrees Fahrenheit) or signs of a fever (chills, feel very warm, have a flushed appearance, or are sweating). The fever must be gone without the use of fever-reducing medicines. (Any medicine that contains ibuprofen or acetaminophen.).
 12. Encouraging ill employees to stay home at least 24 hours after vomiting and diarrhea resolves. In the case of a known norovirus outbreak, 48 hours is recommended.
 13. Employees who get sick at work should go home as soon as possible. If the employee cannot go home immediately, he/she should be separated from other employees. The protocol for dealing with any potential flu cases include sanitizing the employee's work area and isolating the employee's work area for 8-24 hours, where feasible, to ensure the virus is no longer active.
 14. Depending on the increased severity of the outbreak, a department may conduct active screening of employees when they arrive at work by asking all employees about any symptoms in the previous 24 hours, such as fever, cough, runny nose, muscle aches, and sore throat. Employees who have flu-like symptoms will be asked to go home and will be required to use their sick leave accrual for this absence.
 15. Providing employee sick time for flu like symptoms for up to 7 days (or longer), if needed, encouraging employees to stay home until at least 24 hours after symptoms have gone away.
 16. Doctor's notes may be required per Collective Bargaining Agreements and the Human Resources Sick Leave Policy; however, generally a doctor's note will not be required for the flu, unless complications develop or the absence exceeds seven days.

Employees will be notified of any known possible exposure in the workplace to a contagious pandemic illness but confidentiality will be maintained as required by the Americans with Disability Act (ADA). Employees are encouraged to seek medical attention if they feel flu like symptoms.

At the direction of the Human Resources Director or City Manager, Departments will keep a daily record of the number of employees absent from work and the duration of the absence due to flu like symptoms. The City Manager or Human Resources Director may request this information for absentee tracking and essential business planning purposes. Departments should notify Human Resources or the Public Information Officer if their employee absentee rate exceeds 20% of the Department's work force.

The Fire Department will be the City's main contact with County and State agencies for updated contagious illness information.

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Definitions *For the purpose of this policy, the term “Contagious Illness” is understood to include:* contagious temporary illnesses, such as influenza and other diseases that, in the judgment of the City Manager, may necessitate curtailment of City operations.

CDC Immunization Priority List- As provided on the www.cdc.gov website.

References U.S. Government Information on Pandemic Influenza- www.flu.gov

CDC/NIOSH Occupational Health Issues Associated with 2009 H1N1 Influenza
www.cdc.gov

Benton County Health Department
<http://www.co.benton.or.us/health/publichealth/index.php>

City of Albany- Contagious Illness Question and Answer Handout

2009 H1N1 Flu (Swine Flu) Handout

Only the City Manager or Designee may close City offices. Department Directors are to consult with the City Manager if reduced staffing levels make it difficult to continue providing services to the public.

Review and Authorization

Supersedes: HR-ER-18-001	Created/Amended by/date: DD; 3-16-15	Effective Date: 4-01-15
HR Director:		City Manager:

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes