

5.xx PANDEMIC ILLNESS (CDPAP)

Angels in Your Home strives to maintain a safe workplace and protect the health of employees, customers/clients, visitors or others in the event of a severe pandemic illness such as Influenza/Corona Virus (COVID-19). Angels in Your Home also wants to ensure the continuity of business operations in the event of a severe pandemic illness. Efforts for an effective response will be guided by and in accordance with all applicable federal, state and local laws and guidelines issued by public health authorities such as the Centers for Disease Control and other governmental agencies.

INFLUENZA/COVID-19 PREVENTION

All employees are asked to cooperate in taking steps to reduce the transmission of pandemic illness in the workplace. We encourage employees to assist in reducing the transmission of pandemic illness by frequent hand washing with warm, soapy water, using hand sanitizer, covering mouths with tissues when sneezing and discarding tissues used when sneezing.

STAYING HOME when ILL

Angels in Your Home provides employees with PTO which can be used until exhausted and other benefits to compensate employees who are unable to work due to illness. During flu season and/or some other pandemic illness, it is critical that employees do not report to work while they are ill and/or experiencing influenza or COVID-19 like symptoms. Influenza symptoms are as follows: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, diarrhea, vomiting and fatigue. COVID-19 symptoms are as follows: cough, sore throat, fever or shortness of breath. The Centers for Disease Control and Prevention has recommended that people with influenza-like symptoms to 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. The CDC has recommended that people with COVID-19 like symptoms to refrain from leaving their home until they are evaluated by their primary care physician. If a positive assessment is rendered, staff will automatically be prohibited from returning to work prior to 14 days of initial assessment and will require physician clearance to return.

WORK SCHEDULES

A severe pandemic illness could result in a significant level of absenteeism. Some employees may be unable to work if they become ill due to the virus while others may need to remain home to care for ill family members or to provide care for children during school closings. During this time, 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 a severe pandemic illness should take steps now to develop any necessary contingency plans.

CONFIDENTIALITY OF MEDICAL INFORMATION

Our policy is to treat any medical information obtained from an employee or an employee's health care provider, including any voluntary disclosure that the employee has contracted influenza, as a confidential medical record. In furtherance of this policy, any disclosure of influenza-related medical information will be shared only on a need-to-know basis and only as necessary to prevent or slow the spread of the illness at work, while maintaining confidentiality to the extent reasonably possible. Information will be shared with government officials only if required by law.

ADDITIONAL INFORMATION

Please see Human Resources for additional information.