



## **POLICY. Coronavirus 2020**

**Updated** { March 23, 2020 }

*Note: This Policy supersedes all previous related written or verbal policies or statements. Only the {Executive Director} may approve exceptions or approve revisions to this policy.*

California Family Life Center will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of California Family Life Center during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

California Family Life Center is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

### **Preventing the Spread of Infection in the Workplace**

California Family Life Center will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also provide alcohol-based hand sanitizers throughout the workplace and in common areas.

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 alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

### **Limiting Travel**

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact human resources for more information.



### ***Telecommuting***

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your Manager and Human Resources for consideration. Requests for Telecommuting must ultimately be approved by the Executive Director in writing.

### ***Staying Home When Ill***

Many times, with the best of intentions, employees report to work even though they feel ill. Based on symptoms that may impact others, management or human resources may have to make the decision to send employees home to protect others. This policy should be clear that employees that feel sick or showing symptoms must notify their supervisor immediately to determine if they should be sent home. The Company provide PTO or paid sick time to compensate employees who are unable to work due to illness.

[See Employee Handbook for PTO and Sick Leave policy].

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue]. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu 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. CFLC requires 72 hours free of fever. Employees who report to work ill will be sent home in accordance with these health guidelines.

### ***Requests for Medical Information and/or Documentation***

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

### ***Confidentiality of Medical Information***

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

### **Social Distancing Guidelines for Workplace Infectious Disease Outbreaks**



In the event of an infectious disease outbreak, California Family Life Center may implement these social distancing guidelines to minimize the spread of the disease among the staff.

*During the workday*, employees are requested to:

1. Avoid meeting people face-to-face. Employees are 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. Try to avoid direct contact and create distances if employees work closely together based on their duties.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six (6) feet from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions. All travel, including essential travel must be approved by the Executive Director.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.
7. If you show symptoms or it is discovered that you may be ill, be prepared that your Supervisor may send you home to avoid infecting other employees

### ***Outside activities***

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

### ***Employee Resources***

There is a great deal of information and confusion surrounding the coronavirus and resources. It is recommended that you communicate with your Supervisor and HR professionals to help you better understand how to manage Company benefits and Government benefits that may be available to you.

**State Benefits. EDD.** If your hours are reduced, you are laid off, or you become sick or infected with a serious virus, such as Coronavirus contact **the EDD** for information/questions about eligible benefits:

[https://www.edd.ca.gov/about\\_edd/coronavirus-2019.htm](https://www.edd.ca.gov/about_edd/coronavirus-2019.htm)