

Member Only Resource

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CORONAVIRUS (COVID-19)

# COMPANY POLICY .



# Coronavirus (COVID-19) Company Policy

## ● Purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus (COVID-19). We want to provide a safe and healthy workplace, and we also have a legal obligation to do so. You are required to follow all of these rules diligently in order to sustain a healthy and safe workplace in this unique environment. We all must respond responsibly to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This COVID-19 company policy is susceptible to changes with the introduction of additional government guidelines. If changes to this policy are made, we will provide you with an updated copy as well as any new instructions as soon as possible.

Failure to follow the applicable requirements outlined in this policy is subject to our disciplinary policy.

## ● Scope

This COVID-19 policy applies to all of our employees who physically work in our facility. Employees who are working remotely are required to read through this action plan as well, to ensure that we collectively and uniformly respond to this challenge.

## ● Policy elements

The required actions identified below must be followed by employees to protect themselves and their co-workers from a potential coronavirus infection.

### When you should request sick leave

- If you have a fever, dry cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, nausea, diarrhea, or vomiting, you must request sick leave or permission to work from home if your work assignment supports a telework option. You will be required to stay away from work for 14 calendar days, unless a test confirms you are not infected with COVID-19.
- If you experience a fever, dry cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, nausea, diarrhea, vomiting, or feel poorly while at work, notify your supervisor and make arrangements to leave work immediately. You may request sick leave or permission to work from home if your work assignment supports a telework option. You will be required to stay away from work for 14 calendar days, unless a test confirms you are not infected with COVID-19.
- If you have a positive COVID-19 diagnosis, you can return to the office only after you have fully recovered, with a doctor's note confirming your recovery.

## When you should make a work from home request

- If you are feeling ill, but are able to work, you can request to work from home. Teleworking requests must be made directly to your supervisor. If your current work assignment supports a telework option, you will be informed by your supervisor.
- If your current work assignment does not support a telework option, you will be expected to fulfill your duties as assigned or [Company needs to complete based on current policy regarding PTO, FFCRA, or other leave policy].

If you have recently returned from areas with a high number of COVID-19 cases (based on CDC tracking), we will ask you to work from home for 14 calendar days and return to the office only if you are fully asymptomatic. You will also be asked to follow physical distancing protocols as well as all health and safety rules required upon your return to work.

- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you must request work from home for a period of time that is appropriate based on the unique circumstances of the situation. This period of time will be determined with the most current information from your physician, medical expert opinions, and CDC guidelines.
- If you are a parent and need to stay at home with your children, request work from home. Follow up with your manager to make arrangements and set expectations. If your current work assignment does not support a telework option, [Company] will work with you to arrange leave pursuant to the FFCRA, PTO, and any other applicable leave policy.
- If you need to provide care to a family member infected by COVID-19, request work from home. You will be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or that you have a doctor's note confirming that you do not have COVID-19. You will also be asked to adhere to physical distancing protocols as well as all health and safety rules required upon your return to work. If your current work assignment does not support a telework option, [Company] will work with you to arrange leave pursuant to the FFCRA, PTO, and any other applicable leave policy.
- If you commute to work by using public transportation and do not have private transportation options available, request work from home until you are comfortable taking public transportation again or when the COVID-19 virus has been controlled.

## Travel and meeting rules

- All work trips and events, both domestic and international, are cancelled/postponed until further notice.
- In-person meetings should be conducted virtually whenever possible, including with people outside of [Company].
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, you will be required to work from home for 14 calendar days upon your return or longer should you develop symptoms outlined in this policy. You will be asked to adhere with physical distancing protocols as well as health and safety rules required upon your return to work.

## General safety and hygiene rules

- Put on the designated face coverings prior to entering the facility. The face covering must always be worn when you are interacting with coworkers. If you are working alone and not within 6 feet of your coworkers or working with equipment where the face covering can pose a hazard to yourself or a coworker, the face covering may be removed. If you have an underlying health problem that prevents you from wearing a face covering, please inform your supervisor.
- When requested, you must report for daily symptom assessments, which may include temperature screening and questions about your health.
- Clean and sanitize your workstation before your shift and after you complete your day. Wear the designated gloves prior to using the cleaning and sanitizing products and wash your hands after using the materials.
- Disinfect common surfaces following use—microwave handles and buttons, vending machine buttons, refrigerator handles, etc.
- Wash your hands frequently following the 20-second hand-washing rule during the day and after using the toilet, before eating, and if you cough/sneeze into your hands or into a tissue. If unable to easily wash your hands immediately, please use the hand sanitizers located in the facility.
- Follow coughing and sneezing protocols. This requires you to cough and sneeze into a tissue, or, if one is not available, into your elbow. If you use a tissue, discard it into a lined trash can and immediately clean/sanitize your hands.
- Avoid touching your face—particularly eyes, nose, and mouth—with your hands to prevent infection.
- Observe all social distancing measures identified for common areas, lunch/break room, hallways, bathrooms, and work areas.
- Observe start time, lunch, and break schedules.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and request sick leave. See a doctor and request a COVID-19 test, remaining home until you receive clearance that you do not have COVID-19.
- If you observe any areas where improvements in safety measures can be improved, please report them to your supervisor.

*Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state, or federal laws and is not a legal document. Neither the author nor SGIA will assume any legal liability that may arise from the use of this policy.*