

THE <COMPANY NAME> EMPLOYMENT POLICY MANUAL						
Original Issue:	<ISSUE DATE>	Current Revision:	<REVISED>	Current Approval By:	<APPROVAL TITLE>	Page 1 of

## 9.14 CONTAGIOUS, COMMUNICABLE, OR LIFE-THREATENING ILLNESS

### **POLICY:**

It is the policy of <COMPANY NAME> that employees with infectious, long-term, life-threatening, or other serious diseases or illnesses may work as long as they are able to perform the duties of their job without undue risk to their own health or that of other employees, customers, or members of the public. We support these endeavors as long as you are able to meet acceptable performance standards. As in the case of other disabilities, we will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

<COMPANY NAME> has a legal obligation and is committed to providing a safe and healthy work environment for all employees, customers and to the public. Accordingly, employees who have been diagnosed with any illness that poses a health hazard to other employees, customers or to the public must immediately disclose this information to their manager or Supervisor or to Human Resources. Human Resources shall consult with a physician, if necessary, to assist in making a determination as to the appropriate course of action. All medical information received about the employee will be kept strictly confidential.

### **SCOPE:**

This policy applies to all <COMPANY NAME> employees.

### **DISCUSSION - Procedures, Guidelines, Work Rules, and Standards:**

1. <COMPANY NAME> recognizes that an employee with a medical condition may wish to continue his or her employment. All decisions regarding continued employment will be based on the ability of the employee to meet normal performance standards with or without reasonable accommodation, and on the receipt of satisfactory medical evidence that the employee does not present a direct threat to him/herself or others.
2. A communicable disease is a disease that can be transmitted from one individual to another via: (1) direct physical contact, (2) the air (cough, sneeze or particle inhaled), (3) through a transmission vehicle (either ingested or injected) or (4) through a vector (animals or insects).
  - Examples of some of the most common communicable diseases include: measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis (TB).
  - This definition may be broadened in accordance with the recommendations and information provided from the Centers for Disease Control and Prevention (CDC).
3. <COMPANY NAME> will comply with applicable occupational safety regulations concerning employees exposed to blood or other potentially infectious materials. Universal precautions, engineering and work practice controls, and personal protective equipment will be used where appropriate to limit the spread of diseases in the workplace.
4. <COMPANY NAME> will make decisions involving those with communicable and contagious diseases based on medical information concerning the disease in question, the risks of transmission to others, symptoms and any special circumstances of the individuals involved.
  - <COMPANY NAME> will weigh potential risks and available alternatives before making any decisions.
  - The employee must be able to perform normal job duties and meet regular performance standards.
  - In the judgment of <COMPANY NAME>, the employee's continued presence must pose no risk to the health of the employee, other employees and customers.
  - If an employee disputes <COMPANY NAME>' determination that this type of risk exists, the employee must submit a statement from his or her attending health care provider that the employee's continued employment poses no risk to the employee, other employees and customers.

5. **REPORTING PROCEDURE** - Those employees who demonstrate signs or symptoms of a communicable disease that poses a credible threat of transmission in the workplace should report that potential infection or disease immediately to the <HR DEPARTMENT>. The employee is then responsible for keeping <COMPANY NAME> informed of his or her condition that may require extended care, missed work, etc. The employee may also be required to provide written documentation from a physician to return to the worksite.
6. **HIRING AND EMPLOYMENT** - <COMPANY NAME> will not discriminate against job applicants or employees with a communicable disease. These individuals will not be denied access to the worksite solely because they have a communicable disease, but may be excluded from company facilities, programs and functions if <COMPANY NAME> determines that restriction is necessary to protect the welfare of the infected individual or the welfare of others.
7. <COMPANY NAME> will comply with all applicable statutes that protect the privacy of individuals with communicable diseases.
8. Abuse of this policy will result in disciplinary action up to and including termination. <COMPANY NAME> reserves the right to revise this policy without notice during changing pandemic conditions.
9. All employees are urged to contact Human Resources with questions about the possible contagious nature of another employee's temporary illness.