



THE PLACE TO BE.  
**CHRISTIANSBURG VA**

## Infectious Diseases Policy

**Infectious Diseases:** Including influenza and other infectious diseases that could result in a pandemic

This policy sets forth Town procedures dealing with differing levels of severity of contagious infections, including influenza and pandemic situations, for Town employees.

During outbreaks of highly contagious and infectious diseases, the following will apply:

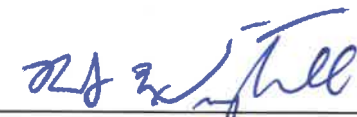
1. Employees should be alert to any signs of fever or chills and any other signs of an infectious illness (sore throat, coughing; also may include runny nose, body aches, headache, tiredness, diarrhea, or vomiting) before reporting to work each day, and follow established call-in procedures to stay home if they are ill. Employees must notify their supervisor prior to their shift if they are unable to come to work.
2. Employees who are ill should not travel while they are ill and may wish to seek a doctor's care.
3. The Centers for Disease Control ("CDC") recommends that employees with an infectious illness remain at home at least 24 hours after they are free of fever of 100 degrees or greater, or signs of fever, without the use of fever-reducing medications.
4. Employees may use personal accrued leave to cover their absence from work.
5. Due to the potential for medical facilities to be overrun, a doctor's note will not be required for employees who are ill with infectious symptoms to validate their illness. A doctor certification may be required in cases of prolonged illness that qualifies under Family and Medical Leave Act.
6. Employees who feel they must stay home with ill family members may do so. Those who wish to come to work may also do so, as long as they monitor their health every day, and notify their supervisor and stay home if they become ill.
7. Employees who appear to have an infectious illness upon arrival or who become ill during the day should be promptly separated from other workers and instructed to go home with direction for #3 above.
8. As preventative measures, employees are encouraged to:
  - a. Receive the seasonal influenza vaccine.
  - b. Wash hands often with soap and water or use an alcohol-based hand cleaner.
  - c. Cough and sneeze into a tissue or one's sleeve.
  - d. Be prepared for school or child care facility closings in terms of continued child care.
9. Employees who become ill and are at increased risk of complications from an infectious disease, and ill employees who are concerned about their illness, should call their health care provider for advice.

10. The responsibilities of the Town are to:

- a. Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent. Such essential functions include, but not limited to, public safety, trash collection, and water and sewer.
- b. Inform employees of the categories of high risk for contracting an infectious illness:
  - i. Pregnant women;
  - ii. Individuals who live with children younger than 6 months of age;
  - iii. Healthcare and EMS personnel;
  - iv. All individuals from 6 months through 24 years of age;
  - v. Adults and children who have chronic health conditions, i.e., lung disease (such as asthma), heart disease, diabetes, and diseases that suppress the immune system;
  - vi. Individuals who are 65 years or older.
- c. Implement plans to continue essential functions in case absenteeism is higher than usual.
- d. Be prepared to allow workers to stay home to care for children if schools are dismissed or child care programs are closed.
- e. Work closely with local health officials to identify measures that need to be taken.
- f. Ensure that common areas are sanitized as much as possible.

The above policy and procedures are not all-encompassing and may not cover every situation. The Town reserves the right to act on all situations as needed beyond this policy, in accordance with guidance from the New River Valley Health District (aka the Health Department), other designated specific task force(s), and the CDC, should the severity of the concern related to any given highly contagious, infectious illness increase drastically.

Approved: \_\_\_\_\_



Randy Wingfield, Town Manager

Date: \_\_\_\_\_

3-16-2020