

IABA Infectious Disease Control Policy

IABA will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of IABA during any such event to operate effectively and ensure that all essential services are continuously provided, while ensuring that employees are safe within the workplace.

IABA 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. The status of an infectious disease outbreak will be monitored by Human Resources, the CEO and your Directors, and updated information will be provided to you as the need arises.

Preventing the Spread of Infection in the Workplace

IABA will ensure a clean workplace. Frequently touched surfaces (e.g., door handles, light switches, counter tops, etc.) and frequently used areas (e.g., break rooms, kitchens, conference rooms) will be routinely cleaned with bleach wipes.

We ask that all employees adhere to the preventative measures described below to reduce the transmission of infectious disease in the workplace.

The best prevention strategies are still the most basic:

1. Wash your hands frequently with warm, soapy water.
2. Use clean paper towels vs. jet dryers to dry your hands whenever possible.
3. Cough or sneeze into your sleeve, or better yet into a clean tissue and discard into wastebasket after one use.
4. If handwashing isn't readily accessible, use alcohol-based hand sanitizers provided to you and/or positioned throughout the workplace.
5. Avoid touching your face.

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

IABA is cancelling all nonessential business travel until further notice. Staff who travel outside of their home counties for essential business should consult with their supervisor on the most appropriate course of action. Staff who choose to travel outside of the United States for personal reasons will be subject government mandated procedures before returning to work.

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 for telework, any requests for temporary telecommuting should be submitted to your manager for consideration.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide State mandated paid sick time and other benefits to compensate employees who are unable to work due to illness. Please consult the IABA Handbook for the sick policy in your service area.

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: fever, cough, sore throat, runny or stuffy nose, body aches, chills, headache and/or unusual fatigue. Currently, the Centers for Disease Control and Prevention (CDC) 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. Employees who report to work ill will be sent home in accordance with these health guidelines.

Employees with a medium to high risk of exposure to an infectious disease (e.g., having been in close contact with someone who is known to be infected, or having traveled from a high-risk region) may be required to self-quarantine for a period of time in accordance with CDC or local health official's 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, whether your absence is related to an infectious disease, and to know when 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 part of your confidential medical record. In furtherance of this policy, any disclosure of medical information is limited to 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, IABA may implement these social distancing guidelines to minimize the spread of the disease among our staff. Social distancing while on the job *does not* mean distancing yourself from your assigned client. Your manager will provide you with service-specific guidelines for your day to day interactions with clients.

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.

2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least 6 feet from each other if possible.
3. Avoid person-to-person contact such as shaking hands.
4. Cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in offices, kitchens, copier areas or other common areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Request information and orders via phone or e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Outside of work, employees are strongly encouraged to:

1. Practice the same hygiene regimen at home and in the community as in the workplace.
2. 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.