



Sample Policy

Purpose of Policy

The Company is committed to providing a safe workplace for all of its employees. Because the modern workplace is a primary site for human interaction and potential spread of contagious illnesses, being cognizant of potential health risks is the responsibility of both employers and employees alike. The Company has therefore instituted this policy to address workplace concerns regarding the Ebola virus disease.

See Also

- [List of Resources on the Ebola Virus Disease](#)
- [Ebola Virus Disease Labor & Employment Guidance](#)

What is Ebola?

Ebola virus disease is caused by the Ebola virus. An Ebola infection is characterized by sudden onset of fever and weakness that may be accompanied by other symptoms including headache, joint and muscle aches, vomiting, diarrhea, stomach pain, and lack of appetite. Ebola virus disease is spread by (1) direct contact with blood or other body fluids (such as: vomit, diarrhea, urine, breast milk, sweat, semen) of an infected person who currently has symptoms of an Ebola infection or who has recently died from an Ebola infection; or (2) objects or surfaces contaminated by body fluids of a person infected with the Ebola virus, for example clothing or bedding of an ill person. Although Ebola virus disease is a severe, often fatal, disease, it is only contagious if the person with the Ebola infection is experiencing active symptoms.

West Africa is experiencing the largest Ebola epidemic in history. There have been very few cases of Ebola diagnosed in the United States and the risk of an outbreak in the United States is very low.

Recommended Personal Preventative Health Measures

The Company believes that it is good practice for all employees to take personal preventative health measures to prevent the spread of any contagious disease. All employees should observe the following practices:

- Avoid contact with blood and body fluids of those who are ill.
- Maintain good personal hygiene. Wash hands frequently and thoroughly. Cover your mouth with a tissue or hand when coughing or sneezing.
- Avoid touching eyes, nose, or mouth.
- Avoid contact and proximity to individuals who are obviously sick.
- Contact a supervisor or manager if you or another employee becomes ill with symptoms that include headache, joint and muscle aches, vomiting, diarrhea, stomach pain, and lack of appetite.
- The Company recommends that employees who become ill with symptoms that include headache, joint and muscle aches, vomiting, diarrhea, stomach pain, and lack of appetite stay home from work to get the necessary medical care they may need, and to prevent infection and spread to other employees.

Business Continuity Practices

The Company is committed to maintaining both the safety and health of its employees as well as its normal business operations to the greatest extent possible. The Company therefore provides the following clarification regarding the scope of some aspects of its operations and policies.



Sample Policy

Employee Absences Due to Illness from an Ebola Infection

Employees are expected to report to work as usual unless they are exhibiting Ebola-like symptoms or suspect they may have an Ebola infection, have been diagnosed with an Ebola infection by a health care professional, or must stay at home to care for a sick child or other family member with an Ebola infection. The Company encourages employees in such circumstances to take time off from work to meet their health care needs, and to prevent infection of unaffected employees in the workplace. The Company is further committed to accommodating its employees' health care needs. Any time off from work that an employee requires due to illness will be treated presumptively in accordance with the Company's paid time off or other applicable sick time or leave policies.

[In circumstances where a collective bargaining agreement exists: For employees covered by a Collective Bargaining Agreement, the Company will treat that employee's need for time off due to illness in accordance with any applicable terms of the CBA.]

Notifying the Company in the Event of Illness

It is essential that employees notify their supervisors or managers immediately if they are ill with the Ebola and require time off or require time off due to a family member's illness from Ebola. If possible, employees should notify a supervisor or manager by telephone directly. If direct contact is not possible, leaving a detailed voice mail message with a supervisor or manager, or a message with a member of Human Resources, is the preferred alternative. If it is not possible to reach a supervisor or Human Resources professional, an employee may leave a message with another employee or other appropriate individual at the Company, accompanied by the request that others in the Company be notified of the employee's condition as soon as practicable.

If an employee begins to exhibit Ebola symptoms, including, but not limited to, headache, joint and muscle aches, vomiting, and diarrhea, stomach pain and lack of appetite, he or she should notify his or her supervisor or manager. In the event that an employee must leave work due to Ebola, the Company's paid time off or sick time or leave policies will apply.

Alternative Work Arrangements

In the unlikely event that an outbreak of Ebola occurs in the United States, the Company may make the decision to reduce its employees' exposure by encouraging, or even requiring, social distancing by telecommuting, teleconferencing, limiting proximity between employees while at work, requiring the use of masks or other medical devices or procedures that reduce the likelihood of infection, or limiting or banning business travel to regions affected by Ebola. The Company will provide notification in the event such limitations or requirements are put in effect.

Personal Travel and Vacation

The Company encourages employees to plan their vacations and personal travel time with close attention to their health and safety. For example, if an employee has personal travel scheduled to a location affected by Ebola, it may be prudent to reschedule or postpone such travel. While employees may certainly use their own discretion with respect to their personal time and travel, if employees travel to at-risk locations, the Company may require them not to report for work, or to work from home (if possible), for a period of time upon their return from their travels. The Company's rationale for any such request is to protect the health and safety of its unaffected employees.



Sample Policy

If an employee must travel to an area affected by the Ebola outbreak, the Center for Disease Control recommends the following:

- Wash hands frequently or use an alcohol-based hand sanitizer.
- Avoid contact with blood and body fluids of any person, particularly someone who is sick.
- Do not handle items that may have come in contact with an infected person's blood or body fluids.
- Do not touch the body of someone who has died from Ebola.
- Do not touch bats and nonhuman primates or their blood and fluids and do not touch or eat raw meat prepared from these animals.
- Avoid hospitals in West Africa where Ebola patients are being treated. The U.S. Embassy or consulate is often able to provide advice on medical facilities.
- Seek medical care immediately if you develop fever (temperature of 100.4°F/ 38.0°C or higher) and any of the other following symptoms: headache, muscle pain, diarrhea, vomiting, stomach pain, or unexplained bruising or bleeding. Limit your contact with other people until and when you go to the doctor. Do not travel anywhere else besides a healthcare facility.

Employees who return from travel to areas affected by the Ebola outbreak should monitor their health for 21 days. The Center for Disease Control recommends the following:

- Take your temperature every morning and evening.
- Watch for other Ebola symptoms: severe headache, muscle pain, vomiting, diarrhea, stomach pain, or unexplained bleeding or bruising.
- If your temperature is 100.4°F (38°C) or higher or you have any other Ebola symptoms, seek medical care immediately.
 - Tell the doctor about your recent travel and your symptoms before you go to the doctor's office or hospital. Advance notice will help the doctor care for you and protect other people who may be in the doctor's office or hospital.
 - Limit your contact with other people when you travel to the doctor; avoid public transportation.
 - Do not travel anywhere except to the doctor's office or hospital.
- If you get symptoms of Ebola, it is important to stay apart from other people and to call your doctor right away.

Company Communications

The Company's primary means of communicating any notice of practices or policies related to Ebola will be via e-mail. Notice also will be placed on the Company's website and/or Internet and Intranet sites at **[insert website or internet/intranet locations, if any]**. In cases where electronic means of communication may not be viable, the Company will use any available and appropriate method for communicating with employees as it deems necessary depending on the circumstances, including, but not limited to, telephone, mail and, in appropriate cases, public news sources of information.

Emergency Medical Procedures

If employees find that they, or co-workers, are in need of immediate medical attention while at work, they should notify a supervisor or manager, and request immediate assistance. If the situation merits trained



Sample Policy

medical personnel, please contact 911 immediately and inform 911 of the individual's symptoms, location and any other information 911 requests.

Employee Assistance Program

The Company offers an Employee Assistance Program ("EAP") that provides 24-hour confidential access to assistance and counseling for personal and workplace issues. The Company's EAP is available to employees who require counseling and/or other assistance related to pandemic influenza. The Company's current EAP contact information is: **[insert contact information]**. Please see the Director of Human Resources **[insert alternative position if company does not have a Director of HR]** if you have questions or seek additional information regarding the EAP.

Fluid Situation

The Company recognizes that the situation involving Ebola, and the health issues presented by this disease are evolving. Though the risk of an outbreak of Ebola in the United States is presently very low, if the risk changes, the Company reserves the right to implement additional precautionary procedures to ensure employee health and safety.

Questions

Any questions regarding this policy or workplace concerns related to Ebola generally should be referred to Human Resources.