ADDENDUM to NASDA Contagious Disease Policy, Specifically COVID-19

March 12, 2020

Introduction

NASDA continues to ensure that all staff, members, and affiliates are working in a safe environment. With this Addendum, NASDA is implementing further guidance on taking more precautions. Yesterday the World Health Organization defined the current coronavirus situation as a pandemic. In addition to the original Contagious Disease Policy, the following actions will now take effect.

See your supervisor, the CEO or HR director if you have a question of whether an event or activity is mission-critical. Please know that NASDA is following all available information as we set forth new guidance today.

Maintaining ability to work from home

Beginning today, take your laptop, charger, any other technologies, and documents, home with you each day, in case we must make a decision on mandatory telework. Note, telework is not being mandated at this time (see below.)

Meetings

Schedule all external meetings as conference calls. Cancel any face to face meetings that are non-essential or are not mission-critical to the organization. If you have speaking engagements, see if you can conference in or do a webinar. A mission-critical event or activity is one in which your attendance is essential in order to maintain continuity of business, whether it is for the purpose of policy, communications, cooperative agreements, operational, or financial. Outreach, education, general information sharing activities are generally not mission-critical.

Travel

Until further notice all travel – local, regional, interstate, or international - is suspended unless it is mission-critical to the organization.

Telework

Telework is not being mandated as of now but we support appropriate use of the NASDA Telework Policy. You must have supervisor approval to telework. This an option for those who would like to begin teleworking until the risk of illness from the COVID-19 has decreased. As stated in our policies, we follow OPM guidance regarding opening and closures of the office.

Exposure

NASDA follows the guidance of the CDC for anyone believed to have been exposed to COVID-19. If you have been around anyone with a confirmed case of COVID-19, contact your healthcare provider or local health department. They may recommend self-monitoring, self-isolation or other medical attention. If self-monitoring is recommended, the CDC defines self-monitoring as taking temperatures twice a day and remaining alert for cough or difficulty breathing. If self-isolation is recommended, coordinate with
your supervisor to telework or take sick leave. See the link below to CDC Risk Assessment and Public Health Management of Persons Exposed.

Hygiene

Follow the Contagious Disease Policy and try to avoid places with crowds to prevent the spread of germs or contracting the virus. This would include restaurants, public transportation, and other large areas or social events. Wash hands frequently and conduct other practices, as per the hygiene guidance in the Policy.

References: