

## **About This Model Policy**

*The model Virus, Bacteria, and Disease Control policy generally outlines the hygiene practices employees should follow to inhibit the spread of harmful viruses and bacteria in the workplace and in the community.*

*This policy is not expected to answer every workplace question or address the specific concerns or requirements of specific industries. For that reason, the model policy directs specific questions to the employer and is meant to be adapted to meet the employer's needs as well as the federal, state, and local laws, regulations, mandates and/or requirements.*

*This policy is not provided as a guarantee of successful containment of a virus, bacteria or diseases a virus or bacteria can cause within a workplace or among workplace participants. Employers must follow the directions of federal, state, and local authorities as well as information from health officials and law enforcement communities for further steps to contain a harmful virus, bacteria, and/or subsequent diseases.*

*Finally, this policy is not a substitute for legal, medical or health advice. Because every workplace is unique, employers should work with their legal counsel and medical/health experts to amend this model policy to best serve their particular workplace situations and address federal, state, and local laws and regulations.*

### **7.11.1 Virus, Bacteria, and Disease Control**

The safety of all workplace participants is the priority of [Organization], including preventing or limiting the spread of communicable viruses and bacteria that can cause harmful illness and disease among workplace participants and the community.

#### **Virus, Bacteria, and Disease Control**

All workplace participants are required to exercise proper personal hygiene and health safety measures at work at all times including, but not limited to:

- Washing the tops and palms of hands, fingers, thumbs, and fingernails regularly, for at least 20 seconds, using soap and warm-to-hot water;
- Turning heads toward the ground, away from others and objects and covering mouths (preferably into the inside of the elbow) when sneezing or coughing;
- Properly washing hands or using hand sanitizers after sneezing, coughing, or touching items exposed to the public (e.g., computers, phones, copiers, doors, currency, toilets);
- Only consuming food or drink after properly washing or sanitizing hands;
- Never sharing food or drink;
- Using only sanitized dishes and utensils when eating or drinking;
- Properly disposing of used tissue and disposable eating utensils, cups, and bottles;
- Cleaning/sanitizing your work area regularly; and

- Adhering to all travel mandates from public authorities.

If you are ill, feel ill, believe you have come into contact with someone with a communicable virus or bacteria or feel normal, but are running an above normal temperature, then you shall inform your [e.g., manager, supervisor, human resources] and declare yourself ill/sick and stay at home.

[All workplace participants are [advised, required] to receive a flu shot every year [or as required by your [e.g., department, job description, position]].

## **Epidemic, Pandemic, and Community Outbreaks**

Federal, state, or local public health authorities may declare that a virus and/or disease has become an epidemic, pandemic, or that a community outbreak of a virus or bacteria has occurred.

During such times, [Organization] will:

- Follow the mandates of the public authorities including, but not limited to, closing a facility, facilities, and/or suspending all or some work activities until further notice;
- Adhere to all community and travel restrictions, including foreign and domestic travel restrictions; and,
- Adhere to social distancing restrictions [(see model Social Distancing policy)].

As a precaution and at its discretion, [Organization] may close a facility; suspend work activities; require designated personnel to work from home; and/or require only essential personnel report to work during an epidemic, pandemic, or a community outbreak of a virus, bacteria, and/or disease with little or no advance notice. [Employees are [required, advised] to be prepared to work from home in case [Organization's] facility is closed.]

### *Working or Staying At Home*

Employees and other workplace participants shall work or stay at home during an epidemic, pandemic, or community outbreak if:

- Given notice or designated by [Organization] to stay at or work from home;
- Being or feeling ill, or running an above normal temperature;
- Advised [in writing] by a qualified medical professional [e.g., after an appointment, visit, or because of a pre-existing condition] to stay or work from home;
- Advised by publication or announcement of a public authority to stay or work at home or be quarantined;
- Displaying or experiencing symptoms of the disease as declared by federal, state, or local public authorities;

- Having come into contact with people who have been diagnosed with a communicable virus, bacteria, or disease including, but not limited to, family members, customers, clients, and roommates; or
- A reasonable and sincere belief exists of having or being exposed to a communicable virus, bacteria, or disease.

### *Workplace Control*

In the event of an epidemic, pandemic, and/or community outbreak of a virus, bacteria, or disease, workplace participants must perform the everyday personal hygiene actions listed above under the “Virus, Bacteria, and Disease Control” section, as well as the following:

- Maintain social distancing requirements [(see model Social Distancing policy)];
- Wear a cloth face covering, mask, or shield [as instructed, at all times];
- [Wear prescription or safety glasses];
- Keep hands away from eyes, nose, and mouth as much as possible;
- [Consider wearing proper gloves, wear proper gloves] when handling money and touching equipment or items used by others;
- Wear proper gloves while cleaning and/or sanitizing work surfaces;
- Do not shake hands, give hugs, or engage in any physical person-to-person contact;
- Clean and sanitize workstations and equipment at the beginning and the end of each work day;
- Do not share office equipment or supplies (e.g., pens, pencils, keyboards, laptops);
- Do not eat from communal containers (e.g., snack bowls, candy bowls);
- Do not use public water fountains;
- Avoid public gathering and meeting places;
- Following all travel restrictions and advisories;
- Avoid all non-essential travel; and
- Use telephone, email, [approved] messaging, and/or online meeting applications and/or software in lieu of in-person meetings whenever possible.

### **Other Policies Remain Effective**

All sick, leave, and telecommuting policies continue to apply unless stated otherwise in writing by your [e.g., Human Resources Department, Personnel Department, or the President, CEO, owner].

### **Violation of the Policy**

Violation of this policy can lead to discipline, including a verbal or written warning.

Continued violation of this policy will be deemed willful and/or wanton neglect of safety and is subject to discipline including, but not limited, to suspension and/or involuntary termination.

## **Questions About This Policy**

If you have questions, suggestions or concerns about this policy, you should direct them to [e.g., your manager, your supervisor, Human Resources Department, Personnel Department].

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with those listed above, you can direct them to the [Human Resources Department, Personnel Department, or the President, CEO, owner].