

Universal MH/IDD/SAS Plan and Response to Contagious Pathogens 3-9-2020

The following guidance may help to prevent workplace exposures to acute respiratory illnesses, including COVID-19.

Recommended strategies:

- **Actively encourage sick employees to stay home:**

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100° F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants.) Employees should notify their supervisor and stay home if they are sick.
- In most cases Universal will not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work.

Separate sick employees:

- Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available.)
- **Emphasize staying home with sick, respiratory etiquette and hand hygiene by all employees:**
 - Tissues and no-touch disposal receptacles are available for use by employees
 - Employees should clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water are preferable if hands are visibly dirty
 - Soap and water and alcohol-based hand rubs are in the workplace. Hand-rubs are placed in multiple locations and in conference rooms
- **Routine environmental cleaning:**
 - Staff should routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use cleaning agents that are usually used in these areas and follow directions
 - No additional disinfection beyond routine cleaning is recommended
 - Disposable wipes will be provided so that commonly used surfaces (i.e. doorknobs, keyboards, remote controls, desks) can be wiped down by employee before each use
- **Traveling employees should take additional steps:**
 - Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for the area you may be traveling in
 - Employees are advised to check themselves for symptoms of acute respiratory illness before starting travel and notify supervisor and stay home if sick
 - Employees who become sick while traveling should understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed

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- **Additional measures in response to currently occurring contagious pathogens:**
 - Employees who are well but have a sick family member at home with any contagious pathogen should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure
 - If an employee is confirmed to have a contagious pathogen, employer shall inform fellow employees of their possible exposure to the pathogen in the workplace but maintain confidentiality as required by Americans with Disabilities ACT (ADA.) Employees exposed to a co-worker with a confirmed contagious pathogen should refer to CDC guidance on how to conduct a risk assessment of their potential exposure