

# CONTAGIOUS ILLNESS

**Contagious illness response lead:**

**Alternate:**

## **Risk Assessment**

Determine illness risk profile

Provide complete and accurate information about the illness: signs, symptoms, treatment, and prognosis.

Determine the exposure of the organization to the illness based on the risk profile

## **Universal precautions:**

Hand sanitizer

Encourage people to NOT shake hands

Encourage people to wipe down workstations when they sit down and leave

Encourage people to wipe off door handles

Refresh policy around coming to work with symptoms

Require telephone calls rather than face to face meetings when possible

## **Remote work policy**

Define threshold for activation / deactivation of remote work plan

Define who can work remotely (from home or another location)

Train employees on setting up a home office

Verify that employees who need to work remotely can log in and carry out their tasks from a remote location

Ensure there is a check-in mechanism for employees working remotely

Set up opportunities for “work socializing” for those working remotely

## **“Social Distancing”**

Define threshold for activation / deactivation of social distancing work plan

Determine flex schedules for employees

Determine new office configuration to allow for greater space between employees

Define and disseminate policies about dealing with the public / clients

## **Medical and ancillary care:**

Consider deploying onsite medical/nursing care for evaluation and initial care

Allow/encourage employees to take precautionary supplies for personal (home) use

If workforce has a significant number of employees with a high risk profile provide support (medical, nursing, social) as necessary.