

4.3 COMMUNICABLE DISEASES

Purpose

It is the goal of IAT during any communicable disease outbreak to ensure that employees are safe within the workplace while striving to maintain all essential services.

IAT is committed to providing information about the nature and spread of communicable diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

IAT's decisions involving employees who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of spreading or transmitting the illness to others, the symptoms and special circumstances of each employee who has a communicable disease, and carefully weighing of the identified risks and available alternatives for responding to a communicable disease event.

Policy

IAT recognizes that employees may be exposed to communicable diseases in the workplace or outside of the workplace.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (communicable hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus) and tuberculosis. IAT may choose to broaden this definition in accordance with information received through the Centers for Disease Control and Prevention (CDC). Obviously, exposure to and the risks of these communicable diseases vary widely. In general, IAT abides by the recommendations of the Centers for Disease Control and Prevention (CDC). Following is IAT's policy on communicable diseases.

Workplace Health and Safety Standards

A committee is designated to monitor and coordinate events around a communicable disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control. Employees are expected to comply with all health and safety standards established by IAT, especially when there is an outbreak of a communicable illness in the workplace, or when they have contracted a communicable illness or have been exposed to someone who has been diagnosed with a communicable illness. For example, employees who are sick with a communicable illness must remain at home to reduce exposing others at work. Employees should wash their hands regularly with warm, soapy water, cover their mouths when sneezing or coughing, and discard used tissues in wastebaskets.

In the event of a severe outbreak of a communicable disease, IAT may implement recommendations from official health organizations like the CDC, such as the following measures:

Limiting Travel

All nonessential travel should be avoided during a communicable disease outbreak and this mandate will be communicated when IAT faces this situation. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized during a communicable disease outbreak.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance should be considered and discussed with an employee's manager.

Temporary Telecommuting

Telework requests will be handled on a case-by-case basis. While it is possible that not all positions will be eligible, employees should submit requests for temporary telecommuting to the employee's manager for consideration.

Additionally, due to state, county and/or city public health requirements or IAT's judgment, it is possible that employees will be asked to temporarily work from home in certain situations. Once state, county and/or city public health requirements are lifted, IAT will determine when employees should return to the office. At the time IAT designates a return to the office, employees will be required to do so. Exceptions could include employees who fall into an at-risk classification or require a reasonable accommodation under American's with Disability Act (ADA).

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. If an employee is ill, the employee should stay at home. IAT provides paid sick time and other benefits to compensate employees who are unable to work due to illness.

During a communicable disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the communicable disease symptoms.

Currently, the Centers for Disease Control and Prevention (CDC) recommends that people with a communicable illness such as the flu remain at home until at least 24 hours after they are free of fever (100.3 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. IAT may perform temperature screenings in response to a widespread community pandemic as assessed by state or local health authorities or the CDC. Employees who report to work ill will be sent home in accordance with these health guidelines.

CDC recommendations should be followed for any communicable disease outbreak <https://www.cdc.gov/>.

Employees are required to self-monitor for signs and symptoms of communicable diseases if they suspect possible exposure.

Preventing the Spread of Infection in the Workplace

IAT will ensure that proper workplace disinfectant measures are taken for objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings. IAT provides alcohol-based hand sanitizers throughout the workplace. Employees are to report any areas of the workplace that require attention.

Employees must cooperate in taking steps to reduce the transmission of communicable disease in the workplace. Failure to do so, could result in disciplinary action up to and including termination.

Unless otherwise notified, IAT's normal attendance and leave policies will remain in place. Employees who believe they may face particular challenges or considered at-risk should take steps to develop any necessary contingency plans as well. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Employees who are at-risk or caring for others who are at-risk may be asked to disclose this information confidentially to HR as well as may be asked to provide medical certification.

Protective Guidelines to Minimize the Spread of Communicable Disease in the Workplace

In the event of a communicable disease outbreak, IAT may implement physical distancing guidelines.

Employees may be requested to do the following:

1. Practice physical distancing by staying at least 6 feet (about 2 arms' length) from other people and special care should be taken when navigating high-traffic areas including office elevators. Employees should take the stairs when possible.
2. Avoid meeting people face-to-face. Use the telephone, online/video conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
3. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, sit at least 6 feet apart from each other, and avoid person-to-person contact such as shaking hands.
4. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
5. Wear cloth covering and/or face masks when an employee is not in the employee's workstation or office.
6. Do not congregate in break rooms, lobbies, hallways, copier rooms or other areas where people socialize.
7. Common areas may be closed.
8. Bring lunch and eat at your desk or away from others (avoid breakrooms).
9. Request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

10. Personal deliveries to include food (i.e., Restaurants, Door Dash, Grub Hub) should be delivered/received outside of the office building in order to limit delivery people coming into the workplace.

Overall, employees should adhere to executive orders and regulatory communicable disease guidelines from federal, state, city and county-level governing agencies.

Reporting Communicable Illness

Employees diagnosed with a communicable illness are expected to follow the instructions of healthcare providers and inform IAT about their infection when directed to do so by their physician or public health officials. IAT will issue reports of communicable diseases as required by law to local health officials, workers' compensation carriers, and the like. Employees and Managers should contact the Human Resources department if they believe that they or any other employee needs information about an illness or concern arises about the possible contagious nature of an employee's illness.

Confidentiality

IAT will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

If an employee is out sick or shows symptoms of being ill, it may become necessary to request information from the employee and/or the employee's health care provider. Human Resources will determine if a statement should be obtained from the employee's attending healthcare provider that the employee's continued presence at work will pose no significant risk of substantial harm to the employee, co-workers, or customers.

IAT's policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information may be provided, in limited circumstances, to supervisors, managers, Human Resources, first aid and safety personnel, and government officials as required by law.

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Reports from Health Providers

Human Resources, and, if appropriate, a consulting physician will determine if a statement should be obtained from the employee's attending healthcare provider that the employee's continued presence at work will pose no significant risk of substantial harm to the employee, co-workers, or customers.

Fitness for Duty

IAT has the right to require an employee to undergo a medical examination to determine fitness for duty. When IAT has reason to believe an employee has a communicable disease, the employee will be encouraged to take paid time off for a physical exam by a healthcare provider of his or her choice.

Accommodations

IAT will accommodate employees with communicable illnesses consistent with the business needs of IAT and applicable law. If the Americans with Disabilities Act applies to a particular disease, IAT will make reasonable accommodations for the employee. Factors to be considered include danger to the employee and others and methods of accommodation. Other policies that may apply include remote working and leaves.

Leaves

Employees with communicable diseases may have rights for leave under IAT's disability policy or under the Family and Medical Leave Act.

Workers' Compensation

If a communicable illness is work related, the employee must report it by completing a workers' compensation claim form in accordance with IAT policy.

Discrimination

IAT will not discriminate against any job applicant or employee based on the individual having a communicable disease. IAT reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.