Healthy Workplace Plan

Scope

This plan applies to all employees, agents, and/or contractors.

Purpose

This plan describes health protocols required to promote a healthy workplace for all employees who physically work from the building. These health protocols are not a limit on the health protocols that employees may adopt. Employees are encouraged to adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees.

The viruses that cause communicable or transmittable diseases can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, we asks that all employees rigorously follow the practices specified in these protocols, in an effort to facilitate a safe and measured reopening of our building.

Quick Facts

- Employees have a responsibility to prevent the spread of communicable diseases when they are aware or suspect that they are or may be a carrier of a communicable disease.
- Any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as permitted and/or required by law.

Commitment to Our Staff

- Additional cleaning and sanitation
- Hands-free doors into suites
- Workspace spacing to support social distancing
- Flexible schedules and Remote Work
- Building and workspace enhancements
- Hand sanitizers and wipes in each office suite

Employee Responsibilities During Communicable Disease Outbreak

- Employees must contact their Human Resources department immediately if they are medically diagnosed or have been in contact with someone diagnosed with a communicable disease.
- Employees should self-screen themselves for signs of any contagious disease before returning to the building.
- Employees should not report to work while they are ill and/or experiencing the following symptoms: Fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue.
- Supervisors or managers with staff exhibiting symptoms while at work may send the employee home.

Procedure

Approval to Return to the Building:
- Until determined otherwise by Leadership, employees will be permitted to work from the building if it is necessary to perform job functions.

- Employees wanting to work from the building must communicate their reason for wanting to return to the building. Acceptable reasons include, but are not limited to: internet connectivity, childcare concerns, and/or transportation issues.
- Employees are permitted to return to work with written approval from their Director or Manager.
- Employees may not be forced to work from the building by a Director or Manager.

Social Distancing:
- Employees should maintain at least 6 feet separation from other employees and individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.

Common Areas/Articles. Employees who work from the building are encouraged to take the following actions:
- Avoid touching common area items to the extent possible, such as trash cans, soap dispensers, elevator buttons, phones, chargers, computer equipment (mouse), etc.
- Regularly clean and disinfect cell phones and/or tablets.
- Bring tissues and dispose of them after use.
- Bring hand sanitizer and/or and use frequently, especially after touching common area items.
- Store reusable dishes for personal use at your desk.

Face Coverings Required:
- Employees must wear face covering (over nose, mouth and chin) in common areas, such as hallways, break rooms, bathrooms and lounges.
- Employees are not required to wear face covering while sitting at their desks.
- If employees choose to stand up to work, they are strongly encouraged to wear face covering while doing so only if another employee is working less than six feet away.
- If employees do not have access to face covering, they must alert their Manager or Director prior to being permitted to working from the building.

IT Support Calls
- If it is necessary for an IT employee to be in another employee's workspace to respond to an IT support request ticket, then the requesting employee must accommodate the IT employee by remaining at least six feet away while the support work is being completed.

Related Policies/Job Aids/References

Accountability

Human Resources is responsible for administering this Plan in accordance with federal, state and local laws.