

# SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

## ADMINISTRATIVE POLICY

**NUMBER: BA151**

**NAME: INFECTIOUS/COMMUNICABLE DISEASE CONTROL POLICY**

INITIAL APPROVAL DATE:	09/07/2023	BY: Administrative Committee
(LAST) REVISION DATE:		BY:
(LAST) REVIEW DATE:	10/17/2024	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

### I. PURPOSE

Sanilac County Community Mental Health Authority (Sanilac CMH) will take proactive steps to protect its workforce and those served in the event of an infectious disease outbreak. It is the goal of the Agency, during any such time period, to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

### II. APPLICATION

Populations: **All**  
Programs: **Direct – ALL**

### III. DEFINITIONS:

#### **Communicable/Infectious Diseases:**

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex, leprosy, severe acute respiratory syndrome (SARS), including the SARS-CoV-2 (coronavirus), and tuberculosis. The Agency may choose to broaden this definition in accordance with information received through the Centers for Disease Control and Prevention (CDC).

### IV. POLICY

Sanilac CMH is devoted to maintaining a healthy and safe workplace. The Agency's decisions involving employees who have communicable diseases are based on current and applicable laws concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, any identified risks, and the appropriate communication channels.

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

The Agency reserves the right to exclude a person with a communicable disease from workplace facilities and functions if the Agency finds that, based on a medical determination, such restriction is necessary for the wellbeing of the person with the communicable disease or the wellbeing of others within the workplace.

The Agency does not discriminate against any job applicant or employee based on the individual having a communicable disease.

### **A. Preventing the Spread of Infection in the Workplace**

Sanilac CMH will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. Administration will monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

The Agency asks all employees to take steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious — frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets, staying home when sick, receive vaccinations as recommended by your medical provider, and regularly clean and disinfect your workspace.

In some situations, employees may be requested/required to wear personal protective equipment (PPE), this may include a 3-ply paper mask while in the presence of other individuals. KN95 masks or gloves, etc.

Unless otherwise notified, the Agency's normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. 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 and/or have banked paid time off to cover if this is not an option.

### **B. Limiting Travel**

All nonessential travel should be avoided in the event of an infectious disease outbreak, until notified otherwise. Employees who travel as an essential part of their job should consult with management on appropriate actions.

### **C. Telecommuting**

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to an employee's supervisor for consideration. Review policy BA152 Telecommuting/Remote Work for further details. When telecommuting is appropriate, Form 0557 Telecommuting Location Safety Checklist and Form 0058 Supervisor's Expectations-Telework must be completed and be filed with Human Resources.

### **D. Staying Home When Ill**

Many times, with the best of intentions, employees report to work even though they feel ill. The Agency provides paid time off (PTO) to compensate individuals who are unable to work due to illness. Information on paid time off can be found in their employment contract and also policy BA146, Use of Time off/Accruals, Holiday Pay, and Bereavement. In the event of an on-going serious illness, a leave situation may be required. Employees should review policy BA105 Family Medical Leave Act (FMLA) policy and their employment contract for further information. If an employee feels sick and has concerns that they may have contracted an infectious disease, the Agency expects that they will refrain from coming into the office and take necessary precautions, utilizing the options above to cover their time away from the office. It is expected that employees will follow the guidelines set forth by their medical provider, local health department, and Center for Disease Control and Prevention (CDC) when ill.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing symptoms: [Examples of symptoms may include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue]. Currently, the Centers for Disease Control and Prevention recommend that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a

fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines and will be expected to utilize their PTO while off.

**E. Requests for Medical Information and/or Documentation**

If an employee is out sick or shows symptoms of being ill, it may become necessary to request information from them and/or their health care health care provider. In general, the Agency would request medical information to confirm a need to be absent after three (3) days of absences, to establish whether and how an absence relates to the infection and provide clearance to return to work.

The Agency may require a fitness for duty exam at any time, prior to returning to the workplace, if there is a reasonable belief, based on objective evidence, that an employee's ability to perform their essential job functions may be impaired by a medical condition or the employee will pose a direct threat due to a medical condition. As always, the Agency would expect and appreciate staff cooperation if and when medical information is sought.

**F. Confidentiality of Medical Information**

Our policy is to treat any medical information as a confidential medical record. Any disclosure of medical information is in limited circumstances with supervisors and government officials as required by law. The Agency complies with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease.

**G. Social Distancing Guidelines for Workplace Infectious Disease Outbreaks**

In the event of an infectious disease outbreak, Sanilac CMH may implement these social distancing guidelines to minimize the spread of the disease among the staff.

**During the workday**, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least 6 (six) feet from each other if possible. Avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in offices, breakrooms, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to 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.

**VI. ADDITIONAL RESOURCES:**

<https://www.cdc.gov/index.htm>

<https://www.cdc.gov/flu/spotlights/2022-2023/flu-vaccination-recommendations-adopted.htm>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>

<https://www.sanilachealth.com/>

<https://www.michigan.gov/mdhhs/adult-child-serv/childrenfamilies/immunization/public>

**VII. ATTACHMENTS-** None

**VIII. REFERENCES**

BA146, Use of Time off/Accruals, Holiday Pay, and Bereavement

BA105 Family Medical Leave Act (FMLA)

BA152 Telecommuting/Remote Work

Form 0557 Telecommuting Location Safety Checklist

Form 0558 Supervisor's Expectations-Telework