

Challenge Pandemic Illness Policy

Overview

In order to protect the health and welfare of program participants, employees, and their families, Challenge has adopted the following policy in regards to any outbreak of pandemic flu or other illness.

Who Should Not Report to Work or Visit Challenge

Program participants, employees, visitors, vendors, or contractors who are exhibiting the following flu-like symptoms should not report to work or visit Challenge:

- Fever
- Body aches
- Sore throat
- Headaches
- Fatigue
- Chills
- Vomiting
- Diarrhea

Any individuals exhibiting the above symptoms will immediately be asked to leave Challenge's premises or any of Challenge's worksites.

Program participants, employees, visitors, vendors, or contractors who have had a known, recent or direct exposure to anyone with a pandemic illness should not report to work or visit Challenge. Employees should contact their supervisor.

Excusing Program Participants from Services and Employees from Work

If a manager identifies a program participant or an employee who appears to be ill with flu-like symptoms, the manager should ask him/her to go home immediately. In the case of a program participant, the individual's family or residence should be contacted to pick him/her up immediately.

If a program participant or an employee has had a known, recent or direct exposure to anyone with the pandemic illness, but is not actively exhibiting symptoms, the manager can ask the program participant or employee to stay home. Employees may make arrangements to work from home if possible.

Managers should pay particular attention to program participant and employee confidentiality in accordance with Challenge's HIPAA Policy.

A manager should contact the Director of Human Resources if he/she asks an employee not to report to work. The Director of Human Resources will record the names of employees who have been excused from work and work with managers regarding appropriate time reporting.

Time Reporting

Employees not reporting to work under the auspices of this policy are considered excused absences. Employees will be required to use available sick and/or vacation accruals for the duration of their absence.

Employees who are off work to care for a spouse, dependent child, domestic partner or parent with flu-like symptoms should use available sick and/or vacation accruals for the duration of their absence.

If the employee exhausts his/her available sick and/or vacation accruals, the employee will be placed on *other paid leave* status up to a maximum of 10 days. A manager should work with the Director of Human Resources to activate the *other paid leave* status.

Employees whose childcare provider/facility or school is unavailable because of a pandemic illness alert should work with their supervisor to arrange time off such as vacation or make arrangements to work from home if possible.

Medical Certification

A doctor's certificate will be required if an employee's absence is more than 10 work days as a result of the pandemic illness. This suspends the requirement for a doctor's certificate after 3 consecutive sick days as established in the Human Resource Policies and Procedures Manual for Staff Members, but only as pertains to a pandemic illness.

Working from Home

Working from home options are available for employees who have been asked not to come to work due to exposure or are caring for a sick family member. Sick employees should not be required to work from home. Working from home options are available based on supervisor approval and a manager should work with the IT Department to set up any temporary telecommuting requirements.

Any exception to this policy will require the approval of the Executive Director or designee.

Reviewed September 3, 2015