

SCOPE: All Company-affiliated subsidiaries including, but not limited to hospitals, ambulatory surgery centers, outpatient imaging centers, physician practices, All About Staffing, service centers, Corporate Departments, Groups, and Divisions (collectively, “Affiliated Employers” and individually, “Affiliated Employer”).

PURPOSE: To establish guidelines regarding the preparation and prevention of seasonal flu and other communicable diseases.

POLICY:

A. Communicable Disease Preparation

1. Prevention and Voluntary Reporting of Infectious Diseases

The Company will follow nationally recognized guidelines with guidance from the ____ Chief Medical Officer if confronted with a communicable disease that can be transmitted in ordinary workplace contact. The following practices will apply:

a. Prevention

It is management’s desire all employees, active medical staff, volunteers, students, contractors and agency personnel working in Affiliated Employer facilities (except those with religious convictions or legitimate medical reasons) be vaccinated annually for seasonal flu. Those receiving the vaccine elsewhere may be required to bring in proof of vaccination. Those whose routine job duties provide an opportunity to infect patients or be infected by patients and choose not to receive the vaccine will be required to wear an appropriate face mask. Refusal to do both (receive the vaccine or wear a mask) will be considered a voluntary resignation for employees. Employees who agree to wear a mask in lieu of vaccine but refuse to do so as required, will be subject to disciplinary action up to and including termination.

b. Reporting

During flu season or other communicable disease outbreaks, the Company encourages employees to report voluntarily to the designated clinical professional, instances of suffering symptoms or exposure from home or travel to a location impacted by the disease. The purpose of reporting this information is to maintain the safety and continuity of the workplace from additional and preventable exposures to the disease/illness, and to facilitate approval of necessary absences and/or leave. Individual medical information will be kept confidential, consistent with existing policies.

c. Employee Illness

Employees, active medical staff, volunteers, contractors and agency personnel must not come to work when sick. Those who believe they are infected with the flu or with another serious communicable illness that can be transmitted

through ordinary workplace contact, are strictly prohibited from coming to work, and may be disciplined for doing so. Infected individuals will stay at home until symptoms resolve or per current nationally recognized guidelines. Absences from work due to symptoms of a communicable disease during an emergency will be approved absences (assuming proper reporting and documentation if needed), and concurrent medical or emergency leaves of absence may be approved, subject to the Leaves of Absence Policy ([Insert facility policy number here](#)). Employees able and willing to work from home may be provided with assignments that can be completed at home. If no assignments can be provided, then the employee will be placed on leave of absence, and is eligible to use accrued paid time off/EIB ([Insert facility policy number here](#)).

2. Returning to Work from Absence

During an outbreak of seasonal flu or other communicable disease, those returning to work from an absence due to infection from flu or exposure to flu may be required to present reasonable medical documentation certifying they are able and safe to return to work and do not pose a risk to others for infection. Documentation should be furnished to the designated clinical professional, who will maintain the confidentiality of this information.

REFERENCES:

[Insert facility policy references here](#)