



INFECTIOUS DISEASE MANAGEMENT PLAN

AllStaff is committed to providing a safe, healthy workplace. The following infectious disease management plan is effective immediately. The plan is based on what is currently known about the coronavirus disease 2019 (COVID-19) and recommended by the Center for Disease Control (CDC). This plan will be updated as the CDC, local, state and federal authorities provide additional guidance on containing the coronavirus. *The information in this plan has been distributed to all employees.*

ALL EMPLOYEES MUST ADHERE TO THE FOLLOWING PROCEDURES

- **Sick employees must stay home. A doctor's note is not required to document the illness or to return to work during this time. Absences are excused. Employees should contact their supervisor to alert them of the need for a sick day.**
- **If an employee has a sick family member, s/he should stay home.**
- When applicable, paid sick leave is available pursuant to the Chicago Sick Leave Ordinance and the Cook County Sick Leave Ordinance. Please contact Human Resources Manager, Sally Moll, 847-278-0882 for more information.
- Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) will be separated from other employees and sent home immediately.
- **Employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).**
- **Employees should wash hands often, with soap and water, for at least 20 seconds. Wash hands after using the bathroom, before eating, after blowing your nose, coughing or sneezing.**
- Tissues, hand sanitizer and hand soap are available at all worksites for all employees.
- **Employees should clean hands often with an alcohol-based hand sanitizer.**
- As always, consistent with AllStaff's policy, all workstations, countertops, door knobs and other frequently used surfaces shall be cleaned regularly.
- **Disposable wipes are available at all work sites and employees should use them to wipe down their workstations prior to beginning work.**

- Employees who are travelling shall utilize the following procedures:
 - Check the CDC's traveler's health notices <https://wwwnc.cdc.gov/travel/notices/> for the latest guidance.
 - Check themselves for symptoms of acute respiratory illness before starting travel and notify their supervisor and stay home if they are sick.
 - Employees who become sick while traveling should notify their supervisor and promptly call a healthcare provider.

- **Employees who are well but have a sick family member at home with coronavirus must notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of potential exposure.**

- **IF AN EMPLOYEE IS CONFIRMED TO HAVE CORONAVIRUS OTHER EMPLOYEES SHALL BE INFORMED OF THEIR POSSIBLE EXPOSURE TO CORONAVIRUS IN THE WORKPLACE.** Confidentiality of the employee's identity shall be maintained. Employees exposed to a co-worker with confirmed coronavirus should refer to the CDC guidance for how to conduct a risk assessment.

AllStaff is committed to reducing transmission of coronavirus and maintaining business operations. It is only possible to achieve these goals by working together. Employees may be asked to work longer and/or additional shifts to accommodate high levels of absenteeism. AllStaff shall communicate and coordinate with state and local health officials to ensure timely and accurate information is communicated to our employees and business partners. Suspected cases of coronavirus and/or cases of coronavirus shall be reported immediately to the CDC, state and local health officials to ensure the safety and well-being of our community. Because the intensity of an outbreak may differ according to geographic location, AllStaff shall follow local health officials' advice specific to that community. There may be times that different locations use different procedures as dictated by state and local health officials. In the event state and/or local authorities require individuals to stay at home and/or take other precautions those precautions must be followed.

Questions about this policy should be directed to your immediate supervisor and/or Human Resources Specialist Sally Moll, 847-278-0882.