**Infectious Disease Control Policy, Including Policy for COVID-19**

This policy is in addition to the Employer’s Employee Handbook and should not replace it in anyway.

Employer will take proactive steps to protect the workplace in the event of an infectious disease outbreak or pandemic. It is the goal of Employer 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.

Employer is committed to providing authoritative 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.

Employer intends to follow all local, state and federal law and guidance concerning any infectious disease or pandemic. Employer will consult the CDC, OSHA, the Department of Labor, the EEOC, and other state and local resources in order to ensure it is following applicable guidelines. As further set below, this policy is currently applicable in regard to COVID-19. However, it will remain in effect after the pandemic ends and will apply as to other infectious diseases, as well.

**Preventing the Spread of Infection in the Workplace**

Employer 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. Ownership and Executive Management group will be designated to 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.

We ask all employees to cooperate in taking 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. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

The CDC recommends the following [everyday preventive actions](https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html) to help prevent the spread of respiratory diseases:

* Avoid close contact with people who are sick.
* Avoid touching your eyes, nose, and mouth.
* Stay home when you are sick.
* Cover your coughs and sneezes with the crook of your elbow or a tissue; then throw the tissue in the trash.
* Clean and disinfect frequently touched objects and surfaces using a regular household cleaner spray or wipe.
* Wash your hands often with soap and water for at least 20 seconds, especially after using the restroom; before eating; and after blowing your nose, coughing, or sneezing. (For information about handwashing, see [CDC’s Handwashing website](https://www.cdc.gov/handwashing/). For information specific to healthcare, see [CDC’s Hand Hygiene in Healthcare Settings](https://www.cdc.gov/handhygiene/index.html).)
* If traveling, follow the [CDC’s guidance for travelers](https://wwwnc.cdc.gov/travel/notices/warning/novel-coronavirus-china).

Unless otherwise notified, our 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.

In the event of an outbreak, we reserve the right to take efforts to avoid the spread of the infectious disease. Currently, employer has implemented the following measures:

* Restricting business travel to locations on the CDC’s watch list and to areas where there is community spread of COVID-19.
* Encouraging our people to postpone or delay non-essential business travel and making all business travel optional.
* Encouraging our people to consider the need for any personal travel that they have scheduled.
* Requiring work at home for at least 14 days by our employees if they or a member of the employee’s household, may have had exposure, or have traveled to a location with known exposures.  This also applies to cruise ship travel, regardless of location, due to the risk involved.
* Encouraging sick employees to stay home; in some cases, it will be required.
* Allowing staff to work remote when feasible.  If you would like to be considered for working remotely, please request permission through your supervisory structure.

***Limiting Travel***

Currently, all nonessential travel should be avoided until further notice.

Employees should avoid crowded public transportation or public events when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact human resources for more information.

***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 your manager for consideration.

***Symptoms of COVID-19***

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough and shortness of breath, diarrhea. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

The virus is thought to spread mainly from person-to-person, including:

* Between people who are in close contact with one another (about 6 feet).
* Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

***Requirement to Report if Experiencing Symptoms of COVID-19***

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at the worksite. Accordingly, Employees are required to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Employees who suspect they have been exposed and who are experiencing symptoms should report this immediately to Human Resources at (208) 938-6000.

If an Employee displays symptoms of COVID-19 in the workplace, they will be asked to leave. Employer reserves the right to ask Employees who call in sick or who display symptoms of COVID-19 in the workplace more information about the symptoms they are experiencing. If Employer is required to do so, and if Employer obtains medical information, Employer will maintain this information as a confidential medical record.

If an Employee becomes ill and/or the Employer suspects the Employee has been exposed to someone with the virus, the Employer may:

* Instruct the Employee to stay home for up to 14 days to ensure the Employee does not show symptoms of the virus.
* Instruct the Employee to obtain a fitness-for-duty/return-to-work notice from their physician.
* Provide leave to Employees until the incubation period is exhausted or they return with a fitness-for-duty notice. These leaves of absence will be administered consistent with the Employer’s normal leave of absence policies and may be paid or unpaid.

***Staying Home When Ill* *and Obtaining Testing if Experiencing Symptoms of COVID-19***

Many times, with the best of intentions, Employees report to work even though they feel ill. Employer will provide paid sick time (PPTO) and other benefits to compensate Employees who are unable to work due to illness if available per the Employer’s policy. Please see Employee Handbook for details.

During an infectious disease outbreak, it is critical that Employees do not report to work while they are ill and/or experiencing the following symptoms including: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue.

If you experience symptoms of COVID-19, Employer asks that you follow guidelines for testing. Those guidelines include remaining at home and immediately contacting Employee’s healthcare provider for further instruction on local testing protocols. If an Employee tests positive for COVID-19, Employee is required to notify Employer and to remain at home for a minimum of 14 days after Employee’s symptoms cease, to follow all applicable instructions from Employee’s healthcare provider, and to wait until Employee’s healthcare provider indicates Employee is no longer contagious and is able to return to work. Employer will notify other Employees if anyone in the workplace tests positive, however, the identity of any Employee who tests positive will remain confidential.

If an employee has contracted COVID-19, Employer will:

* Contact the CDC and local health department immediately.
* Contact a hazmat company (or other appropriate cleaning entity) to clean and disinfect the workplace.
* Inform other employees and other parties that may have been exposed of potential signs and symptoms and offer to allow employees to expense their medical test.
* File any workers’ compensation claims necessary if the condition was contracted at work or in relation to a work-related activity (business travel).
* Offer the employee the ability to work from home, or place the employee on administrative leave as necessary. The leave will be administered pursuant to normal company policies, and may be paid or unpaid. The Families First Coronavirus Response Act may provide additional support, as applicable.

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

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. Normally, Employer will request medical information to confirm Employee’s need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, Employer expects and appreciates Employee’s cooperation if and when medical information is sought.

In the case of COVID-19, if Employee experiences symptoms, Employer will not require medical information before Employee’s departure in order to avoid any delay that may incur from an inability to obtain healthcare information.

For Employees with confirmed cases of COVID-19, Employees will not be allowed to return to the workplace until granted clearance by Human Resources who may, or may not, require a medical release.

***Confidentiality of Medical Information***

Employer’s policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

***Quarantine of Co-Workers***

In an Employee is diagnosed with COVID-19, Employer may require a quarantine of co-workers who may have been exposed to the virus. This would likely result in co-workers being sent for testing and/or for co-workers to be sent home for quarantine until deemed no longer a health risk. The Families First Coronavirus Response Act may provide additional support, as applicable.

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

In the event of an infectious disease outbreak, Employer 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 or hold outdoors and sit at least one yard 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 work rooms, pantries, 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.

7. Avoid using other workers’ phones, desks, offices or other work tools and equipment, when possible.

***Outside activities***

Employees are encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.

2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

***Emergency Re-assignment of Tasks Possible During Period of Pandemic***

Employer reserves the right to assign Employees tasks and duties outside of their job description during a pandemic or other health emergency.

***Who to Contact For Updated Information***

Employer understands that Idaho public health officials closely monitor all pandemics, including that related to COVID-19, and that this situation is changing rapidly with additional updates made on a frequent basis. If Employee has questions about Employer’s policy, please contact Mandi Wright in Human Resources at (208) 938-6000 or email at mwright@wbtbc.com. Employer reserves the right to address all of these matters on a case-by-case basis, under often uncertain and changing conditions.