

HUMAN RESOURCES DEPARTMENT POLICY AND PROCEDURE MANUAL

**SUBJECT: INFECTIOUS DISEASE/PANDEMIC EMERGENCY:
EMPLOYEE ILLNESS**

POLICY: It is the policy of this facility to ensure compliance with all Department of Health guidelines regarding developing signs and symptoms during a pandemic in the workplace.

POLICY #: 711

PROCEDURE

- a. An employee experiencing signs or symptoms of illness during a pandemic must be reported to the employee's department director and/or supervisor on the shift in which the symptoms occurred, or as soon as practicable.
- b. The employee will be instructed to leave the facility and see a medical professional for follow-up and possible testing.
- c. HR must be notified as soon as the employee is sent home, so further follow-up can occur.
- d. Employees will be sent information by Human Resources regarding any appropriate leaves of absences or NYS paid time off in accordance with Gurwin's leave of absence policies.
- e. Employees may not return until proper clearance has been received in Human Resources.