

# Contagious Illness and Fever Policy

## Purpose

To ensure the health and safety of all employees by preventing the spread of contagious illnesses in the workplace. This policy outlines the procedures employees must follow if they are sick with a fever of 100.4 degrees or higher and/or have been diagnosed with a contagious illness.

## Policy

### I. Reporting Illness

- A. Employees who have a fever of 100.4 degrees Fahrenheit or higher, and/or have symptoms of a contagious illness, are required to call out sick and should consider going see a provider to get an excused diagnosis.
- B. Employees must notify their manager as soon as possible, preferably before the start of their scheduled shift.
- C. Employees should follow the standard call-out procedure, providing details of their symptoms and/or diagnosis.

### II. Call Out Procedure:

- A. Employees who need to call out must notify the HR Business Manager by phone or text, providing a reason for their absence.
- B. After communicating with the HR Business Manager, employees are required to log into Gusto Wallet and submit either an Unpaid Time Off Request or a Paid Time Off Request corresponding to the call out. The reason for the call out must be included in the request before submitting it.

### III. Medical Documentation

- A. Employees diagnosed by a medical provider with a contagious illness must provide a doctor's note confirming the diagnosis and recommended absence duration from work.
- B. Employees with a fever of 100.4 degrees or higher must provide a doctor's note if the fever persists for more than 3 consecutive days.

### IV. Return to Work

- A. Employees may return to work when they have been fever-free for at least 24 hours without the use of fever-reducing medications.
- B. Employees diagnosed with a contagious illness may return to work only after completing the recommended isolation period as per CDC guidelines and obtaining clearance from a healthcare provider.

### V. CDC Guidelines

- A. Employees are encouraged to visit the CDC's website or contact their healthcare provider for up-to-date information on managing their specific illness.
- B. <https://www.cdc.gov/respiratory-viruses/prevention/precautions-when-sick.html>

**VI. Workplace Health and Safety**

- A. Managers will at times recommend that employees who report to work while sick with fever or contagious illness symptoms are sent home to prevent the spread of illness.
- B. The practice will take necessary measures to disinfect workspaces and common areas to maintain a healthy work environment.

**VII. PTO/Unpaid Time Off**

- A. Employees may use their accrued PTO for absences due to illness in accordance with the practice's sick leave policy. If an employee has a zero balance of PTO or wishes to reserve their PTO for another time, they may use Unpaid Time Off.
- B. In cases where an employee has exhausted their PTO, they will default to using UPTO.

**VIII. Non-Discrimination**

- A. Employees will not face discrimination or retaliation from management and staff for calling out sick due to a fever or contagious illness.
- B. The practice is committed to providing a safe and supportive work environment for all employees.

**IX. Non-Harassment**

- A. Harassment towards employees who have called out sick or for any other reason will not be tolerated. The Practice is committed to maintaining a respectful and supportive work environment where all employees feel safe and valued.

**X. Review and Adjustments**

- A. The practice reserves the right to review and adjust this policy as necessary to ensure its effectiveness and compliance with applicable laws and public health guidelines.

**Acknowledgment**

Employees are required to acknowledge receipt and understanding of this policy. Failure to adhere to the Contagious Illness and Fever Policy may result in disciplinary action.

I have received and read the Contagious Illness and Fever Policy. I understand the policy and the procedures I must follow if I am sick with a fever of 100 degrees or higher and/or diagnosed with a contagious illness.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_