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## **COMMUNICABLE DISEASES POLICY & RESPONSE PLAN**

**Purpose:** The purpose of the Communicable Diseases Policy & Response Plan is to address diseases readily transmitted in the workplace. This will take effect upon declarations of emergency for a communicable disease by local, county, state or federal health departments.

### **Procedures:**

#### **Monitoring of Federal, State and County Public Health Announcements**

Management will closely follow appropriate announcements of emerging communicable diseases and respond as required to government recommendations and declarations of emergencies.

#### **Healthy Workplace Procedures**

In addition to regular and deep cleaning, public surfaces will be frequently sanitized. Examples of public surfaces are: door handles, countertops, computers, telephones and light switches.

#### **Employee/Volunteer Health Communication**

Information about communicable diseases, modes of transmission and ways to reduce or prevent the spread throughout the workplace will be provided to staff and volunteers.

#### **Employee/Volunteer Hygiene**

Signs for effective handwashing (20 seconds with warm water and soap) will be posted near all sinks and especially in all restrooms.

#### **Personal Protective Equipment (PPE)**

Gloves and NIOSH N-95 level masks will be made available for use by staff at moderate risk of exposure to communicable disease. Moderate risk includes staff who directly interact with members of the public or may have other health risk factors as defined by public health officials.

#### **Encourage Sick Employees/Volunteers to Stay Home**

Sick employees/volunteers with a fever or other symptoms will be encouraged to stay home until cleared per guidelines developed by public health officials.

#### **Staff Interactions with the Public**

Signs will be placed on the front doors asking members of the public who are sick or who meet disease risk criteria to refrain from entering the shelter. Instead they will be encouraged to contact staff via phone and to stay in their vehicles while filling out necessary paperwork. A staff member using appropriate PPE will then provide the necessary services to those individuals or their animals.