

ANNEX C: MANAGEMENT OF ILL EMPLOYEES

RESTRICT WORKPLACE ENTRY OF PEOPLE WITH INFLUENZA SYMPTOMS

During influenza pandemic an effective way to limit the spread of disease is to ask infected individuals to remain home.

1. Notify employees they should not come to work if they are unwell, particularly if they are exhibiting any influenza symptoms.
2. Post notices at all workplace/facility entry points advising staff and visitors not to enter if they have influenza symptoms.
3. Advise employees to call their Supervisor if they become ill at home or at work. If their supervisor is not available leave a phone message and then call CEO Office Personnel Representative at 265-1788.
4. Provide CEO staff with the protocol for employees who become ill.
5. Encourage employees to not return to work until they are healthy and no longer infectious. If they are out longer than three days follow standard protocol for having a written physician's approval to return to work.

PROTOCOL FOR EMPLOYEES WHO BECOME ILL

Advise employees that if a person feels ill, or if someone observes that another person is exhibiting symptoms of influenza at work, they are to contact their supervisor by telephone if possible.

Duties of Supervisors:

1. Speak with the individual by phone.
2. Determine if the employee has any influenza symptoms.
 - If the employee does not have any symptoms they are unlikely to have influenza and should be reassured and advised to call again later or to see their doctor if they are still concerned.
 - If the employee has influenza symptoms they should be treated as a "suspect influenza case."
3. Complete Suspect Influenza Case form.
4. If the employee is at work provide them with a surgical mask and instruct them to put the mask on immediately to help protect other staff.
 - Instruct employee to leave work. If possible, public transportation should be avoided. If public transportation is unavoidable, instruct the employee to keep the mask on and cough or sneeze into a tissue while traveling.
5. Advise the employee to contact a health professional.
6. Advise the employee on how long to stay away from work, in accordance with Public Health Officer guidelines. The Department will post the latest Infection Control Protocols (Attachment 1).
7. Have the employee's work station cleaned and disinfected as indicated in Annex D: Workplace Cleaning.
8. Check on the employee during his/her absence from work.
9. Encourage employees to return to work once they have recovered.

ATTACHMENT 1 - TO BE POSTED

**INFECTION CONTROL
Protocols**

Infection Control

Hygiene:

Employees will be educated and reminded of hygiene measures that help to limit the spread of disease. These include but not limited to:

- Cover your cough or sneeze with a tissue or cloth.
- Properly clean hands with soap and water or hand sanitizer regularly.
- Avoid direct skin-to-skin contact with others, such as hand shaking.
- Keep work areas and home clean and disinfected.
- Stay home when ill and do not send ill children to school or day care.
- Hand washing instructions will be posted in restrooms.
- Magazines/papers will be removed from waiting rooms and common areas.
- Tissues and trashcans will be available in waiting rooms and common areas.

Social Distancing:

The Public Health Department has the ability to utilize the following social distancing strategies to reduce close contact among individuals by:

- Deployment of telecommuting strategies for employees who have the technological capability to telecommute from home and can adequately perform their primary functions from home.
- Use of teleconferencing in place of assembled group meetings.
- Use of personal protective equipment or other protective barriers (i.e. glass window or masks) when speaking with clients.

Cleaning Measures:

During a pandemic thorough workplace cleaning measures will be required to minimize the transmission of influenza virus through hard surfaces (e.g. door knobs, sinks, handles, railings, objects, and counters). The influenza viruses may live up to two days on such surfaces. The PHD Safety Officer will be responsible to coordinate cleaning measures for the department.

When a person with suspected influenza is identified and left the workplace, it is important that their work area, along with any other known places they have been, are thoroughly cleaned and disinfected with appropriate material.

Influenza viruses are inactivated by many EPA approved disinfectants including alcohol and chlorine. Surfaces that are frequently touched with hands should be cleaned and disinfected often, preferably daily. The person cleaning and disinfecting should wear a mask and gloves and should discard them afterwards. Rubbing alcohol, bleach, mask and gloves are kept in the CEO Office kitchen in the bottom cabinet. Hands must be washed or sanitized at the completion of the procedure.

FOR OFFICIAL USE ONLY

WORKPLACE CLEANING

In case of illness of an employee and/or subsequent contamination of her/his work site, an agency may be called from a list to be supplied by Nevada County's Purchasing Division. The agency will dispatch a state licensed cleaning service to decontaminate the work area.