



HUMAN RESOURCES DEPARTMENT
ADMINISTRATIVE POLICY AND PROCEDURES

Subject:	Communicable Disease Safety Policy
Purpose:	<p>The policy focuses on keeping our employees, clients, and customers safe and healthy, and reducing the risk of spreading communicable disease in our workplace and our communities. This policy also sets for AEOA's continued commitment to reducing the spread of communicable disease through encouraging all employees to become vaccinated against communicable diseases. Vaccination is a vital tool to reduce the presence and severity of communicable diseases in the workplace and in the community to safeguard the health of our employees, their families, our customers and visitors. Vaccination is not mandatory under this policy; however, AEOA reserves the right to implement mandatory vaccination policies in the event of future pandemic or other public health situations. Any mandatory vaccination policy will be implemented through a separate policy and communication, when appropriate.</p> <p>This policy also implements universal hygiene and social distancing practices for all employees and sets forth the expectations for employees experiencing symptoms of or having been diagnosed with a communicable disease.</p>
Policy:	This policy applies to all employees of AEOA. This policy shall be communicated to all current employees and included in new employee orientation training. All employees are strongly encouraged to be vaccinated against communicable diseases.
Definitions:	"Communicable Disease" includes those diseases that can be spread from person to person including, but not limited to,

	<p>influenza, COVID-19, and other diseases as determined in accordance with the MN Dept of Health, Centers for Disease Control (CDC), and other regulatory entities. In the event of a pandemic or other communicable disease situations, the agency may implement guidelines in addition to those set forth in this policy to minimize the spread among staff and to community members.</p> <p>The agency will consult with public health officials and other regulatory agencies and funders for guidance to follow established protocol.</p>
<p>Protocols and Procedures</p>	<p>Disinfection Measures and Hygiene Practices: All employees should sanitize and disinfect workstations and equipment, shared common spaces after use to reduce the risk of spread of infection. Along with these workplace disinfection activities, proper personal sanitary practices including washing hands after bathroom use are also necessary.</p> <p>Social Distancing Protocol: All AEOA employees, at all times, are expected to practice social distancing to the maximum extent possible. Social distancing is recommended by public health agencies, and is required regardless of the existence of a pandemic event or public health emergency in order to prevent potential infection. In practice this means:</p> <ul style="list-style-type: none"> • Staying 6 feet away from others as a normal practice and as able. • Eliminating all physical contact with others, such as handshakes or embracing coworkers, visitors, or friends in the workplace • Avoiding touching surfaces touched by others, to the extent feasible • Avoiding anyone who appears to be sick, or who is coughing or sneezing <p>This practice of social distancing includes but is not limited to meeting rooms, lunch/break areas, common areas, entrance/exit areas of work locations, and offices. These are examples, but the principle of social distancing is universally applicable.</p> <p>Employees Experiencing Symptoms To protect the health and safety of employees and community members, AEOA encourages employees to stay home and to not report to work if they are experiencing any</p>

	<p>symptoms of communicable disease. At this time, AEOA does not require that employees report any and all symptoms to Human Resources; however, AEOA reserves the right to implement such a policy in the event of a future pandemic or other public health situation. Certain programs administered by AEOA (e.g., Head Start) may have more specific policies related to symptom reporting and other health policies. This policy does not override such other, more specific policies and guidelines.</p> <p>If an employee tests positive for a communicable disease, AEOA will adhere to any applicable leave policies (e.g., PTO leave, Family Medical Leave Act, other policies). In addition, AEOA will require employees who test positive to follow applicable CDC guidance for return to work.</p> <p>General Hygiene Guidelines – Applicable to All Employees</p> <p>All employees should follow general good hygiene guidelines to protect the health and safety of their coworkers and the communities we serve. These guidelines include:</p> <ul style="list-style-type: none"> • Avoiding close contact with others, particularly people who appear to be sick. Maintain a distance of 6 feet when possible. • Washing your hands frequently using soap and water for at least 20 seconds or using a hand sanitizer containing at least 60% alcohol. • Sneezing or coughing into a tissue or your elbow. • Avoiding touching your eyes, nose, mouth or surfaces touched by others. • Cleaning and sanitizing commonly touched areas and particularly shared work areas. • Being diligent in monitoring for signs of possible infection. • Remaining home and seek medical care when symptoms are present
<p>Non-Discrimination and Employee Privacy</p>	<p>AEOA will not discriminate against or deny access to a job applicant or employee solely based on the individual having a communicable disease. The agency reserves the right to exclude a person with a communicable disease from the workplace, programs, and functions if the agency finds that, based on a medical determination, such restriction is required for the health and welfare of the affected person and others within the workplace.</p> <p>AEOA will comply with applicable statutes and regulations</p>

	<p>that protect the privacy rights of persons who have identified communicable diseases.</p> <p>The Department Director and Human Resources shall be notified of and make suitable decisions about employees working with contagious illness and/or communicable diseases.</p>
Internal & External References:	Minnesota Dept. of Health, CDC, Legal, Funding sources.
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