

Cold and Flu Season Workplace Attendance Policy

In response to guidelines for employers including those issued by the Centers for Disease Control, COMPANY NAME is issuing the following internal Workplace Attendance Policy for employees during _____ cold and flu season. All questions should be directed to _____. This policy is intended to supplement the current Employee Handbook and where there is a conflict, this policy will control.

Effective Date: _____

Covered Employees: _____

Workplace Hygiene:

Employees should practice cough and sneezing etiquette including covering their mouths and faces when coughing and sneezing, coughing/sneezing into tissues, and immediately washing their hands with anti-bacterial (60% alcohol-based) soap (*to effectively kill bacteria on your hands you should wash your hands with anti-bacterial soap for as long as it takes you to sing Happy Birthday two (2) times or for 20 seconds*). We will provide anti-bacterial soap in the kitchen and restrooms. Employees with a chronic cough or cough due to a cold or flu, who must be in the office, are encouraged to wear surgical masks to limit the amount of bacteria that enters the air.

We will also provide on the reception counter, hand sanitizer that may be used by all employees and visitors. Employees are encouraged to wash their hands or use hand sanitizer several times throughout the day.

Because the flu virus can live on hard surfaces for up to 8-hours, employees will also be provided with anti-bacterial wipes which they should use to wipe down common or shared hard surfaces such as door-knobs, telephones (handsets and keys) key-boards, desks, and other items in the offices that are used by other employees. Employees should limit the use of other employee's equipment such as phones and computers.

Attending Work:

Exempt and non-exempt employees who have influenza related symptoms (e.g. fever, headache, cough, sore throat, runny or stuffy nose, muscle aches, or upset stomach) are asked to stay home. However, attorneys who are unable to come to work due to flu related symptoms should attempt to work from home depending on the severity of their symptoms. Non-exempt employees may not work from home unless they receive permission from _____. Employees who have a fever (100 degree Fahrenheit or 38 degrees Celsius) may not attend work and must remain out of work for 24 hours after the fever has broken and the symptoms have subsided.

Employees who will be out of work for longer than five (5) consecutive work-days must provide a doctor's note substantiating the reason for the absence. All regular COMPANY NAME policies with

regard to reporting tardiness and absences apply. Please refer to the **Attendance policy** on pages _____ of Employee Handbook for this information.

Case Management Guidelines:

Because this is expected to be an especially challenging flu season, keeping other attorneys and administrative staff apprised of the status of cases, dockets, and calendars is especially important. Employees should ensure that any pertinent notes regarding the progress of a case are entered into TW in the notes tab. In addition, administrative staff must ensure that all events are calendared and promptly and dockets are kept up-to-date so that in the event of an employee absence, others may step in to address open items.

Visitors in the Workplace:

Should you have a visitor (such as a client) in the workplace that appears to have influenza symptoms please adhere to the following guidelines whenever possible:

1. Do not bring the visitor into the offices – if you can, isolate their exposure to our employees by keeping the individual in the large conference room.
2. Visitors who appear to suffer from cold/flu symptoms should use the building's public restrooms located in the lobby area.
3. Ensure that as soon as the visitor leaves you wash your own hands with anti-bacterial soap.
4. Ensure that all hard surfaces touched by the visitor are wiped thoroughly with the firm provided antibacterial wipes.
5. After the visitor leaves, spray anti-bacterial air sanitizer throughout the areas that were occupied by the visitor

Preventative measures and consideration of each other can make a significant impact on the incidence of colds and flu in our workplace this cold and flu season. We encourage each employee to do his or her part and together, as a team, we can be a healthier and happier workplace.