



Infectious Disease Control Policy

1st Employment will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of 1st Employment during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

1st Employment is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. The major focus for protection from disease is to educate employees (internal and temporary) and customers. When a communicable disease approaches epidemic proportions or is judged to be a threat to the organization, 1st Employment may initiate a program of education on that disease. Information makes both employees and customers aware of incidence rates of the disease, methods of transmission, known methods of prevention and/or cures and the employment of universal precautions.

1st Employment reserves the right to exclude any person with a contagious disease from all facilities, programs and functions if 1st Employment makes a determination that the restriction is in the best interests of the organization. No persons shall be excluded solely on the basis that they have a contagious disease. Factors such as whether the disease is contagious in ordinary public association, the nature of the disease, the typical risks to other persons in good health, the public health situation in the region, the nature of the person's employment (if applicable), and whether 1st Employment is required by law to exclude persons with the disease will be taken into consideration.

Preventing the Spread of Infection in the Workplace

1st Employment will heighten office cleaning practices following the Centers of Disease Control and Prevention's, [CDC](#), guidance. We ask all employees to clean and disinfect any objects and surface areas often used with a regular household cleaning spray or wipe, including, but not limited to work areas, testing computers, orientation desks, chairs, bathrooms, doorknobs, conference rooms, etc. A designated team will monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding

used tissues in wastebaskets. Alcohol-based hand sanitizers throughout the office and in common areas will also be made available.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Limiting Travel

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.

Employees should avoid crowded public transportation when possible. Alternative scheduling options and adjustments on business operations will be provided on a case-by-case basis. Contact corporate for more information.

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. Our PTO system and other 1st Employment benefits help compensate internal employees who are unable to work due to illness.

During an infectious disease outbreak, It is critical that you do not report to work, visit any customer, or attend any company sponsored event, if you are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the [Centers for Disease Control and Prevention](#) recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of

this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, 1st Employment may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or any other resources to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, kitchen/lunch areas, copy machine area or other areas where people socialize.
5. Avoid lunchrooms and crowded restaurants.
6. Use the Interim Branch Operations Process for Recruiting, Application, On-Boarding, and Customer Orders to minimize person-to-person contact. Have all materials and information ready for faster processing.

Outside activities

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.