

Infectious Disease Control Policy

Sunny Days Early Childhood Developmental Services, Inc. “Sunny Days” will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Sunny Days 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.

Sunny Days 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. In the case of an outbreak, Sunny Days will issue more specific guidance to staff.

Preventing the Spread of Infection in the Workplace

Sunny Days will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. We 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. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

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.

Personal Hygiene/Care:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with others, especially those who are sick.
- Refrain from shaking hands with others.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick.

Personal Protective Equipment:

- Sunny Days will provide disposable face masks. Employees will be required to wear a face covering in all public and common areas.
- Gloves will be made available, but they are optional

- Hand sanitizers will be made available to all employees. There will also be touch-less hand sanitizers throughout the offices.

Limiting Travel

All non-essential travel should be avoided during infectious disease outbreaks. 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, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact human resources 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. We provide a generous paid time off (PTO) benefit to compensate employees who are unable to work due to illness. There may also be available leave laws that apply to your situation. Please contact Human Resources to discuss further.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: (for example) fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as COVID-19 remain at home until at least three days 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, your symptoms have improved and its been 10 days since the onset of symptoms. 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, including but not limited to requiring medical testing as provided for by applicable law. 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 addition, any

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

Visitor Policy

- Visitors may be eliminated or sharply curtailed during an outbreak.
- Any visitors allowed on the premises will be required to have their temperature taken, complete a health questionnaire and wear appropriate attire (which may, for example, include face coverings, gloves, etc) before entering the office area.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, Sunny Days 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 instant messaging 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, common areas, copier areas or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Protecting the Health of Those at High Risk:

During an infectious disease outbreak there are likely to be individuals who are at higher risk for either for contracting or suffering serious health effects as a result of the outbreak. Additionally some individuals may have conditions which prevent them from using face covering or other recommended personal protective equipment. Anyone falling into these categories should immediately notify human resources to discuss the situation and to determine what reasonable accommodations can be implemented.