

10.2 Infectious Disease or Illness in the Workplace

The OE strongly encourages employees to stay home when they are sick to prevent the spread of an infectious disease or illness by adhering to the below guidelines:

- **Self-reporting:** Employees should promptly inform their immediate supervisor if they suspect they have a contagious illness or have been exposed to someone with one.
- **Staying home when sick:** Employees should stay home if they are feeling unwell and potentially contagious and seek medical attention if necessary.
- **Assessment:** An immediate supervisor should assess the situation and determine the appropriate course of action, which may include sending the employee home, isolating them, or contacting public health officials.
- **Sick Leave:** Employees should follow the policies regarding sick leave.
- **Hygiene:** Employees should practice good hygiene, such as frequent handwashing, and avoid touching their eyes, nose, and mouth.
- **Protection from exposure:** Employees that suspect an employee, member of the public, or Board member may have a contagious illness, they may take measure to limit contact, such as asking the potentially infected person to leave the Office and alternatively proceed with rendering services in a remote fashion.
- **Cleaning and disinfection:** In the event that a potentially infected person has been in the Office, OE staff should employ PPE that may reduce the chance of personal infection, ventilate the building, disinfect touch surfaces, and take other measures that may be needed to reduce the transmission of infectious diseases.
- **Providing resources:** The OE shall stock PPE and disinfection supplies and make employees aware of the location and proper use of those supplies.
- **Confidentiality:** The OE shall strive to maintain confidentiality of employee's medical information, but not to the extent of failing to notify staff of possible risks of exposure to an infectious disease.