SAMPLE COVID-19 WORKPLACE POLICY:

Our company is always concerned about the health and well-being of our employees. We take seriously our duty and obligation to provide our employees with a safe and healthy workplace. This means that we care about our employees’ protection from the COVID-19 virus while at work. We have implemented this policy effective March 2020 and expect all employees to abide by it. This policy is also part of our Hazard Communication program. We anticipate that employees may feel anxious, fear, hear rumors, and receive misinformation and we want to help reduce fear and anxiety, dispel myths, and correct misinformation when possible. Please speak to your supervisor or the office if you have questions about this policy.

We have appointed (name) to be our Social Distancing Officer. This person has the authority to enforce this policy. Employees who do not comply will face disciplinary action up to and including termination.

This is a temporary policy that may need to be updated or changed at any time and will be retracted when the COVID-19 pandemic has ended.

All employees are required to practice “social distancing” while at work. This means employees must always maintain at least a 6-foot distance from another employee, customers and vendors, and visitors. All employees must wash their hands regularly with soap and hot water during break periods, or at the least with an alcohol-based hand sanitizer. Employees may not take meal or rest breaks in a group but must sit or stand at least 6’ apart from one another. Any uneaten meal items, wrappers, napkins, utensils, etc., must be disposed of properly to avoid others touching them.

No employees are to come to work if they have COVID-19 symptoms or have tested positive for COVID-19, but must follow our attendance policy and notify us that they have COVID-19 symptoms. Employees who are off work are expected to stay in contact with the office by calling us or texting us each week about their status and expectation of returning to work.

Employees who show symptoms consistent with the COVID-19 virus while at work will be sent home immediately and placed on an unpaid leave of absence and are not to return to work until they have no fever for at least 72 hours (i.e., three full days of no fever without the use of fever-reducing medicine) and other symptoms have improved; AND at least seven days have passed since the first symptoms appeared. Employees are required to notify the company immediately when symptoms first appear. Employees may use their available sick leave, vacation leave, federal paid sick leave or federal paid family leave (when available) to cover their wages during the required leave of absence. If the employee has no available paid leave, the employee’s absence will be unpaid. In the unlikely event that the employee’s symptoms become complicated, the employee may be entitled to other leaves under federal or state rules.

If an employee’s immediate family member, who the employee is in contact with, tests positive for COVID-19, the employee must notify the company immediately and self-monitor for symptoms of COVID-19 infection. In this case, we may ask the employee to stay at home in the same manner we would for employees with symptoms consistent with the COVID-19 virus, or temporarily isolate the employee to another work area to protect other employees. This is not to be viewed as a punishment, but rather as a protective measure for everyone.
Employees who are placed on leave of absence are expected to keep us updated on their status by texting or calling the company each week. If employees pay a portion of their health insurance benefits, the employee may be expected to continue to pay their portion during the leave of absence. Employees who do not return to work after their leave of absence as expected will be considered to have quit without notice.

Employees at work are responsible for cleaning their work area, tools, handles, knobs, switches, etc. before and after use with the cleaning supplies we have made available in each work location. Employees are expected to wear latex/non-latex gloves whenever possible and dispose of them properly. Employees may wear face masks, if desired, but we do not supply these.