



Licensed & Insured

Deer Park Showroom  
659 Grand Blvd.  
Deer Park, N.Y. 11729

**516-442-0012**

**allislandfence.com**

Over 25 years of experience

### **Infectious Disease Control Policy**

All Island Fence 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 event that we have been made aware an infectious disease in our midst, we will notify our staff members and will work together to ensure the proper precautions are taken.

#### **Preventing the Spread of Infection in the Workplace**

All Island Fence employees will need to do regular cleaning of areas that they frequently use. All Island Fence will 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 also ask employees to help keep their work area clean by wiping down their work area with disinfecting wipes.

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 childcare should schools close.

#### **Staying Home When Ill**

Many times, with the best of intentions, employees report to work even though they feel ill. We provide Paid Time Off (PTO) to compensate employees who are unable to work due to illness. The Paid Time Off policy can be found in the All Island Fence Employee Handbook.

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: Examples include fever, cough, sore throat, runny or stuffy nose, chills and 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 our employee's 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.

### **Guidelines for Workplace Infectious Disease Outbreaks**

In the event of an infectious disease outbreak, All Island Fence will refer to the proper authorities for guidance on implementing relevant guidelines to minimize the spread of the disease among the workforce. Such guidelines may include social distancing, telecommuting, activity avoidance, travel avoidance etc.

If anyone has any concerns, please feel free to speak to your Supervisor. It is our goal that our workforce is healthy and happy.

Thank you,

Peggy Fischetto