

INFLUENZA IN THE WORKPLACE POLICY

Influenza, including the H1N1 flu virus (also known as “swine flu”), is a contagious illness that includes symptoms such as coughing, nasal congestion and discharge, fever, sore throat, headache, body ache and fatigue. Our Company realizes that employees with influenza often need to continue with normal life activities, including work. In deciding whether an employee who appears to be suffering from influenza may continue to work, the Company will consider several factors. First and foremost, the employee must be able to perform his or her normal job duties and meet regular performance standards. In order to remain in the workplace, the Company must determine, in its sole discretion, whether the employee’s continued presence will pose a risk to the health of other employees and/or clients. If an employee is asked to leave the workplace and disputes the Company’s determination that they present a risk to others, the employee must submit a statement from his or her healthcare provider that the employee’s continued presence in the workplace poses no significant risk to the employee, other employees or clients.

Employees are further reminded that the Company offers influenza vaccinations on an annual basis during the fall. The Company also provides paid leave due to absences, including those that may be caused by influenza or other illness. All employees are urged to contact human resources or their manager regarding any questions about the possible contagious nature of another employee’s apparent illness or their own health condition.