

## **PANDEMIC FLU POLICY**

During periods of pandemic flu outbreak, the County Manager **may** activate the County's Pandemic Flu Policy. County employees will be notified when the Pandemic Flu Policy is in effect. The policy provisions are as follows:

- Employees are instructed not to report to work if they have "influenza-like" symptoms (fever equal to or greater than 100 F and significant respiratory symptoms).
- Employees should not return to work until they have been free from fever for at least 24 hours without fever-reducing medication.
- Employees observed with flu-like symptoms while at work will be required to go home immediately.
- Per normal County policy, sick leave would be used for flu absences; if none is available, the use of annual leave will be allowed.
- If no accrued paid leave is available, the County's "Leave of Absence Without Pay" policy will apply for short-term absences not normally covered by that policy. This special use of the "Leave of Absence Without Pay" policy would be available only for absences due to the employee's personal illness with flu-like symptoms or the employee's care being needed for their spouse, parent or child who has flu-like symptoms.
- Any paid or unpaid leave taken for the purpose of flu-like symptoms will not result in disciplinary action and will not be considered in a performance appraisal or in any other personnel matter. Employees are required to follow their department's normal call in procedures.
- Employees' children under age 18 will not be allowed in the workplace for any reason.

### **PANDEMIC FLU PREVENTION MEASURES**

In an effort to follow recommended federal guidelines for decreasing the spread of influenza and reducing its impact in the workplace, the following measures are in effect regardless of whether the County Manager has activated the County's Pandemic Flu Policy. County employees are:

- Encouraged to get vaccinated against both seasonal and pandemic flu. Because of the importance of being vaccinated, employees will be allowed to use work time to participate in the Public Health department's flu clinic(s). Supervisors will be responsible for staggering work schedules so that all employees desiring to participate in the flu clinic can do so.
- Asked to use all precautionary measures recommended by the Centers for Disease Control (CDC). A link to these measures can be found on the County's public website and on the County's intranet (FCNet).
- Directed to STAY HOME when they are sick with flu-like symptoms, even if undiagnosed, and to return to work only after they have been free from fever for at least 24 hours without fever-reducing medication.
- Permitted to use sick leave for flu absences, per normal County policy.
- Asked to minimize face-to-face exposure (e.g., conference calls versus meetings)
- Strongly encouraged to plan ahead for alternate arrangements if schools and/or daycares should close.