



ONE ENERGY INFECTIOUS DISEASE POLICY

MARCH 2020

Statement

This policy shall govern One Energy's treatment of employee infectious diseases. Employees and supervisors are expected to adhere to this policy. This policy statement has been reviewed and endorsed by One Energy's Medical Director.

When an Employee Must Stay Home

An employee must not come to work when any of the following have occurred:

1. The employee has a known or suspected exposure to COVID 19 – Note, the Medical Director will provide specific recommendations in this case.
2. The employee has a temperature above 100F – Note, an employee may return to work when they have not had a fever above 100F for 24 hours without fever-reducing medicine
3. The employee has an immediate (same residence) family member with a fever above 100F.

When an Employee May Stay Home

Employees are expected to make good decisions for the company. If you feel sick, have a cough, sore throat, feel achy, or have other symptoms common to the cold or flu you are encouraged, but not required, to stay at home.

Special Situations

1. If you travel internationally you need to clear your travel and return to work with either your primary care physician or One Energy's medical director before returning to work.
2. If you are going to engage in any activity as an EMT or AEMT outside on the Wind Campus (ride along, hospital time, etc) you need to clear that work with the Medical Director prior to engaging in the activity.
3. If you are subject to a quarantine imposed by any government agency (or a suggested self-quarantine) then you need to notify One Energy and our Medical Director will make specific decisions based on the relevant facts and circumstances.

Note: All contact with the Medical Director will go through Jereme Kent or Doug Corwin.



General Suggestions For Infectious Diseases

1. **Wash your hands with soap often.** Antibacterial soap is provided in all restroom and sinks.
2. **Use hand sanitizer before and after eating and touching common areas.** Hand sanitizer is provided throughout the office.
3. **Avoid touching your face.**
4. **Wipe Down Your Work Area.** Antibacterial hand wipes are available and have been provided near all workstations. Wipe down your area once a day.
5. **Consider Calls or Online Appointments With Doctors.** Consider calling your doctor's office or using Doctors On Demand or a similar system for routine medical visits.
6. **If you engage in hand shaking, clean your hands before eating or touching your face.** Hand sanitizer is located throughout the office.
7. **If you have questions or concerns, ask.** One Energy is a licensed EMS agency with resources. If you have questions please direct them to Doug Corwin or Jereme Kent and we will get you answers based on guidance from our Medical Director, the CDC, and other reputable medical resources. It is far better to ask a question than to not ask a question that could have prevented an issue.
8. **Check Your Information.** In any crisis, good information matters. A lot of the information online is either incorrect or a scam. Rely on guidance from the CDC, your doctor, our medical director, official state agencies, and highly reputable sites like those of the Cleveland Clinic and Mayo Clinic.

Other One Energy Measures

1. We will be doing essential business travel only.
2. We will monitor and follow state and federal orders and official guidance.
3. We will not attend conferences and large (50+) person gatherings in our official capacity.