

Employee Illness Policy for Respiratory Viruses

The Human Resources Department will confidentially oversee and track all reported employee respiratory illness (i.e. RSV, COVID-19, Flu, common cold, etc.) and symptoms, and where appropriate, consult with medical personnel on protocols to address reported illness and symptoms to protect the most vulnerable JCC members and staff. All employees should notify their supervisor of any illness and related symptoms as soon as they are identified by the employee. Specifically:

- Stay home and away from others (including people you live with who are not sick) if you have respiratory virus symptoms that aren't better explained by another cause. These symptoms may include but are not limited to fever or feeling feverish, chills, fatigue (tiredness), cough, runny or stuffy nose, headache, chest discomfort, decrease in appetite, diarrhea, muscle or body aches, new loss of taste or smell, sneezing, sore throat, vomiting, weakness, or wheezing.
- Employees who present with a fever of 100 degrees cannot return to work until, for at least 24 hours, both are true:
 - Your symptoms are getting better overall, AND
 - You have not had a fever and are not using fever-reducing medication
- Once you can return to work, take added precautions over the next (5) days, such as taking additional steps for cleaner air, hygiene, masks, physical distancing and/or testing when you will be around other people indoors.
 - You may still be able to spread the virus, even if you are feeling better.
 - If you develop a fever or start to feel worse after you have returned to work, stay home and away from others again until, for at least 24 hours, your symptoms are improving overall AND you have not had a fever and are not using fever-reducing medication. Then taking added precaution again for 5 days.
- Employees who are absent from work for more than 3 consecutive days due to illness, may be required to provide a Physician's note clearing them for full duty.
- Employees who are absent from work due to illness will not be compensated unless they have PTO time or Allegheny Paid Sick Leave (Part-time employees) available.

Part-time employees

- Part-time employees who are ill should also report their symptoms to Human Resources.