

DeForest Area School District
Administrative Regulation

TITLE: COMMUNICABLE DISEASE/PANDEMIC PLAN	NUMBER: AR 3.7(4a)
<i>Executive Limitation: EL 3, Treatment of Staff (3.7 – Expectations for Working and Learning Environment)</i>	
Recorded as Administrative Regulation: <i>Established: 8/9/10 Revisions:</i>	
Origin as Board Of Education Policy: <i>Established: n/a Revisions:</i>	

COMMUNICABLE DISEASE/PANDEMIC PLAN

The DeForest Area School District will take proactive steps to protect the workplace in the event of an infectious disease outbreak. Employees are encouraged to engage in good hygiene practices while at work, especially hand washing with soap and water, or using alcohol-based disposable hand wipes or gel sanitizers. Employees are also encouraged to participate in the District’s annual influenza vaccinations during the fall.

A committee has been designated to monitor and coordinate events around an infectious disease outbreak, as well as create work guidelines that would be implemented to promote safety through infection control. The District is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, preventative measures, as well as required steps to be taken in the event of an illness or outbreak.

In deciding whether an employee apparently suffering from an illness may continue to work the district considers several factors:

- The employee must be able to perform normal job duties and meet regular performance standards and the employee’s continued presence must pose no risk to the health of the employee, other employees and students.
- In the event the District decides the employee should not work due to illness and the employee desires to continue working, the employee must submit a statement from his or her attending health care provider that the employee’s continued presence poses no significant risk to the employee, other employees, or students.
- Employees may request the donation of additional sick leave days to extend their paid leave if all of their paid leave is exhausted.

Among others, a pandemic may have an impact on any or all of the following:

- Cancellation of scheduled vacation;
- Employee may have to stay home;
- Approval of overtime;
- Re-assignment of staff to a different department or location
- Additional use of part-time or supplemental staff

It is the goal of the District, during any period of quarantine or infectious disease outbreak to keep employees safe within the workplace and to strive to operate effectively and ensure that all essential services are continuously provided.

All employees are urged to contact Human Resources if they would like more information regarding DASD communicable disease practices.

October 8, 2009