

HUMAN RESOURCE MANAGEMENT

Communicable Illnesses

Policy 7-14

Policy

In order to maintain a safe and healthy work environment for all employees, the Department of Children and Families shall require employees with communicable illnesses to minimize their exposure to the workplace during the period of illness, to provide all documentation required to demonstrate they have been medically cleared to return to duty following any such illness, and to report any potential exposure to the workplace to Human Resources immediately upon determination of such potential.

Employee Responsibility

Employees who have an illness or condition that may cause a risk of contagion in the workplace are required to minimize their exposure in the workplace by utilizing their accrued leave balances to cover any absence from work and to provide documentation required by Human Resource Management to ensure identification of any leave entitlements.

Employees shall

- seek medical care for any illness or condition that could cause a risk of contagion;
- keep their supervisors apprised of their need for time off from work;
- follow their medical practitioners' advice regarding the criteria for returning to work; and
- provide documentation necessary to support their absence as well as any required medical clearance to return to duty.

Employees who report to work and either display signs of potential contagious illness or advise others of the existence of a condition that poses a risk of imminent contagion shall be required to leave work, utilizing their sick leave accruals, to seek medical attention. Such employees shall be required to provide medical documentation that clears them to return to duty.

Employees who identify a potential communicable illness or disease shall have that information protected; however, DCF shall take steps necessary to limit the potential exposure to other employees and users of the workplace including increased cleaning measures or notification of exposure to others as needed.

No employee shall be harassed or discriminated or retaliated against based on any medical condition or for compliance with this policy.
