

A. PURPOSE:

The Superior Court will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Superior Court during any such time period to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The Superior Court is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

B. PREVENTING THE SPREAD OF INFECTION IN THE WORKPLACE:

Superior Court will strive to ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also coordinate with facilities to provide alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

1. Limiting Travel

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions.

2. Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your Division Head for consideration.

3. Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide Paid Time Off (PTO) to compensate employees who are unable to work due to illness. Employees may also use any accrued compensatory time and/or leave of absence without pay with the approval of the Division Head.

At all times, including during an infectious disease outbreak, it is critical that employees do not report to work when they are ill and exhibiting symptoms of infectious or contagious disease. Guidance for symptoms of an infectious or contagious disease will be provided by the Centers for Disease Control and Prevention (CDC) or Mohave County Public Health. Employees shall notify their immediate supervisor or Division Head if they are unable to report to work. Employees who report to work ill will be sent home in accordance with these health guidelines. An employee must immediately leave the workplace when directed. Failure to do so may result in disciplinary action up to and including termination of employment.

4. Use of PTO in Advance of Accrual

Application of this Paragraph 4 is contingent upon activation of Mohave County Personnel Policies and Procedure 3.500 *Attendance Policy During Influenza or Other Viral Pandemic Outbreak*.

For full-time employees that have exhausted their PTO, the Superior Court may advance PTO not to exceed eighty (80) hours to the employee to be repaid within two years of future accrued PTO leave or paid back on their final paycheck.

For part-time employees that have exhausted their PTO, the Superior Court may advance PTO not to exceed PTO leave at 50 percent of a full-time employee accrual to be repaid within two years of future accrued PTO leave or paid back on their final paycheck.

Any requests to use PTO in advance of accrual must be submitted in writing to the Division Head. Approval of such situations will be reviewed on a case by case basis and may only be granted by the Division Head. Alternatively, those employees who have exceeded their advance leave accruals may be placed in a leave without pay status with the approval of the Division Head.

5. Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider consistent with policy and procedure. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

b. Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with the Division's FMLA Coordinator, human resources personnel, authorized healthcare providers, and government officials as required by law.

**C. SOCIAL DISTANCING GUIDELINES FOR WORKPLACE INFECTIOUS DISEASE
OUTBREAKS**

In the event of an infectious disease outbreak, as identified by the Arizona Department of Public Health or Mohave County Public Health, Superior Court may implement these social distancing guidelines to minimize the spread of the disease among the staff.

1. *During the workday*, employees are requested to:
 - a. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
 - b. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
 - c. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
 - d. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
 - e. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants). FLSA non-exempt employees are requested to post signage when they are on a meal break to avoid disruption of their meal break.
 - f. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have orders, materials and information ready for fast pick-up or delivery.