

## SAMPLE SICK POLICY

In an effort to protect the health of all employees, [COMPANY NAME] has updated our Sick Policy to reflect the recent discovery of a new strain of influenza with pandemic potential, H1N1 swine influenza. These recommendations are being issued as a precautionary measure and may change as more is learned about the nature and severity of swine flu infections.

[COMPANY NAME] asks that personnel stay home if they are sick. We believe doing so is in the best interest of the ill person and other staff. Employees who come to work ill generally work at less productive levels than healthy persons and could cause others to fall ill, further reducing the effectiveness of the workforce.

We ask that persons with the following conditions stay home:

- Fever (100.4 degrees F/38 degrees C or higher)
- Cough
- Diarrhea
- Vomiting
- Open wound (this is a routine recommendation, unrelated to swine flu)

If you become ill with influenza, stay home and away from others as much as possible for at least seven days after symptoms appear, and until your fever has been gone for 48 hours without the assistance of fever-reducing medications. Immune-suppressed persons, including those with HIV/AIDS or individuals who are taking medications that suppress the immune system, should stay home for 10 days after the onset of symptoms or until you receive medical clearance from your doctor.

For other illnesses, you may return to work when the condition has resolved or on the advice of a physician. Persons with fever, diarrhea and/or vomiting should always be free of the condition for 48 hours before returning to work.

[COMPANY NAME] reserves the right to ask an employee or a visitor who comes to work with one of the above conditions to leave the workplace. The employee may return with a note from his/her physician or when the condition resolves. The visitor may reschedule his/her appointment.

Recovering employees may work from home with permission from his/her manager.

If you are caring for persons sick with suspected or confirmed swine flu at home, please refer to [www.cdc.gov/swineflu/guidance\\_homecare.htm](http://www.cdc.gov/swineflu/guidance_homecare.htm).