

City of Detroit

Stay Well At Work Policy



1. **Authority**

- 1.1. This policy complies with the U.S. Occupational Safety and Health Act (OSHA), Michigan Occupational Safety and Health Act (MI-OSHA), Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA) and all applicable local, state, and federal regulations.

2. **Purpose**

- 2.1 The City of Detroit (“City”) is committed to partnering with all employees, contractors, and visitors to maintain a safe, clean, and illness-free work environment.

3. **Scope**

- 3.1 The Stay Well at Work Policy applies to all City employees, interns, volunteers, contractors, visitors, etc., and is intended to highlight the impact of good hygiene, a clean workspace, and the importance of remaining home when experiencing any illness or symptoms of illness to prevent the spread of germs and contagious diseases at work.

4. **Policy**

4.1 **Stay Home When Sick – Stay Well at Work**

- 4.1.1 It is critical that employees **do not report to work while they are sick** and/or experiencing symptoms, such as: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, fatigue, etc.
- 4.1.2 Many times, with the best of intentions, employees report to work even though they feel ill. This should not happen, and employees should stay home when sick. The City provides paid sick time and other benefits to compensate employees who are unable to work due to illness.

4.1.3 Currently, the U.S. Centers for Disease Control and Prevention (CDC) recommends that people with an infectious illness remain at home until they are symptom and fever free (100 degrees F or 37.8 degrees C) without the use of medication.

4.2 Employee Responsibility

4.2.2 **Employees should stay home when they are sick.** Each employee has a responsibility to prevent the spread of communicable diseases when they are ill or suspect that they are sick or have been exposed to a communicable disease.

4.2.3 Employees must be aware of their symptoms and the impact their symptoms may have on others. Feeling signs of illness or having active symptoms of illness such as coughing, sore throat, sneezing, fever, joint aches, overall ill feeling (malaise) or a positive report of a communicable disease from a health care provider should never be ignored or discounted. **Again, employees should stay home when they are sick.**

4.2.4 When an employee becomes ill, the employee should return to work after being symptom free without the use of fever-reducing or other symptom-altering medication(s) (e.g., cough suppressants) for at least 24 hours.

4.2.5 Employees who appear to be well but who have an ill family member may continue to report to work but should closely monitor their health to ensure they remain symptom free of any communicable disease(s).

4.2.6 Employees shall use their accrued time off bank to cover any absence due to illness. Employees shall follow their Department's call-off procedure to keep their supervisors informed.

4.2.7 Employees must engage in good hygiene practices while at work, including hand washing with soap and water or, if water is not available, using alcohol-based disposable hand wipes or sanitizers.

4.2.8 Employees must sanitize any area that they work in, including desks, workstations as well as temporary workstations.

4.3 **Supervisor Responsibilities**

- 4.3.2 Supervisors shall support an employee's need to take time off when they are ill. Supervisors shall not encourage employees to report to work or remain at work if they are sick.
- 4.3.3 Supervisors should encourage employees who display symptoms of a communicable disease to consult with their healthcare provider and stay home until the contagious symptoms have subsided.
- 4.3.4 If the supervisor observes an employee who continues to exhibit signs of a communicable disease, the supervisor should consult their Human Resources Consultant or Manager to determine next steps, if any.

4.4 **Telework**

- 4.4.1 Employees may be directed at any time to telework based on business and safety needs.
- 4.4.2 Where feasible, where the nature of the work allows it, and if no disruption will occur, Supervisors may permit work to be performed remotely under the provisions of the [City's Flexible Work Schedule Policy](#). The employee MUST have an approved and active Flexible Work Application on file with Human Resources.

4.5 **Guidelines for Workplace During Infectious Disease Outbreaks**

- 4.5.1 In the event of a declared infectious disease outbreak, the City may implement guidelines to minimize the spread of the disease among employees.
- 4.5.2 Avoid meeting people face-to-face. Employees are encouraged to use the phone, online conferencing, e-mail, or instant messaging to conduct business as much as possible, even when participants are in the same building.
- 4.5.3 If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and provide adequate distancing from each other if possible; avoid person-to-person contact such as shaking hands.
- 4.5.4 Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions

5. Confidentiality

5.1 The City recognizes the importance of protecting the confidentiality and privacy interests of all persons suspected of having, or who have, a communicable or infectious illness. The City will only disclose sensitive protected health information (PHI) no further than is necessary, and in a manner consistent with the Americans Disabilities Act (ADA), Family Medical Leave Act (FMLA), OSHA, MI-OSHA and all applicable laws.

6. Definitions

6.1 Communicable Disease. A pathological process, the contributing agent of which may be passed on or carried from one person to another.

6.2 Infectious Disease. A disease resulting from an infection or an illness due to exposure to a specific disease agent which arises through transmission of that disease agent, either directly or indirectly.

7. Statement of Non-Discrimination and Equal Opportunity

7.1 The City of Detroit prohibits discrimination or harassment of any type based on race, color, religious beliefs, age, weight, sex, national origin, ethnicity, disability status, genetics, protected veteran status, sexual orientation, gender identity, gender expression, or any other characteristic or