



TOWN OF GROTON

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INFLUENZA POLICY

I. Purpose and Scope

The purpose of this policy is for the Town of Groton to be prepared to implement multiple measures to protect employees and ensure business continuity in dealing with the influenza should the severity of illness be similar to that observed in 2009/2010.

II. Applicability

This policy applies to all paid part-time and full-time employees, including temporary, seasonal, detail, call, stipend, and contract. This policy also applies to volunteers and boards/committee members.

III. Policy

A. Sick persons should stay home.

- Boards, Committees, Department Heads and Supervisors should advise their employees and/or volunteers to be alert to any signs of fever and any other signs of influenza-like illness before reporting to work each day, and notify their supervisor and stay home if they are ill.
- Employees with influenza-like illness should remain at home until at least 24 hours after they are free of fever (100° F [37.8° C] or greater), or signs of a fever, without the use of fever-reducing medications.
- Employees who are well but who have an ill family member at home with influenza should report to work as usual. However, these employees should monitor their health every day, and notify their supervisor and stay home if they become ill.

B. Sick employees at work will be advised to go home.

- Employees and/or volunteers who appear to have an influenza-like illness upon arrival or become ill during the day shall be promptly separated from other workers and be advised to go home until at least 24 hours after they are free of fever (100° F [37.8° C] or greater), or signs of a fever, without the use of fever-reducing medications.

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- Those who become ill with symptoms of an influenza-like illness during the work day shall be:
 - Separated from other workers and asked to go home promptly.
 - When possible and if they can tolerate it, workers with influenza-like illness shall be given a surgical mask to wear before they go home if they cannot be placed in an area away from others.
- If an employee becomes ill at work, inform fellow employees of their possible exposure in the workplace to influenza-like illness but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a sick co-worker should monitor themselves for symptoms of influenza-like illness and stay home if they are sick.

C. Cover coughs and sneezes.

- It is important that all employees cover coughs and sneezes with a tissue or, in the absence of a tissue, one's sleeve.

D. Improve hand hygiene.

- Employees and volunteers are encouraged to wash their hands often with soap and water or use an alcohol-based hand cleaner, especially after coughing or sneezing.
- The Building Maintenance Department shall place hand sanitizers in multiple locations at all Town buildings to encourage hand hygiene.

E. Clean surfaces and items that are more likely to have frequent hand contact.

- Employees and volunteers are encouraged to frequently clean all commonly touched surfaces in the workplace, such as workstations, countertops, and doorknobs.

F. Employees and volunteers are encouraged to get vaccinated.

- Employees and volunteers are encouraged to get vaccinated for seasonal influenza.
- Employees and volunteers are also encouraged to get vaccinated for H1N1 influenza when vaccines are available to them.

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- G. Departments should prepare for increased numbers of employee absences due to illness in employees and their family members, and plan ways for essential functions to continue.**
- Boards, Committees, Department Heads and Supervisors should develop and implement plans to continue essential functions in case you experience higher than usual absenteeism. Elevated absentee rates can be due to sick workers, those who need to stay home and care for others, or from workers with conditions that make them at higher risk for complications from influenza.
 - Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff is absent.

POLICY ADOPTED: SEPTEMBER 2009