



Infectious Disease Control Policy

Craft Training Center of the Coastal Bend (CTCCB) will take proactive steps to protect the workplace in the event of an infectious disease outbreak. During any such time period, we will strive to operate effectively and ensure that all essential services are continuously provided, and that employees and trainees are safe. CTCCB defines an infectious disease outbreak as the presence of a severe, contagious disease or illness that presents an immediate threat to our workplace and our employees. CTCCB is committed to providing appropriate information about the nature and spread of infectious diseases as well as required steps to be taken in the event of an illness or outbreak.

Unless otherwise notified, our regular attendance and leave policies will remain in place. Individuals who believe they may face 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 childcare should schools close and/or speak with supervisors about an alternative work schedule. An Executive Team, consisting of the Chairman of the board, Vice Chairman of the board, Immediate Past Chairman of the board, President of CTCCB, and Secretary/Treasurer will monitor and coordinate events around an infectious disease outbreak and will notify employees if the threat rises to the level that action is required. The following threat levels will be implemented based on the severity of the risk by region to promote safety through infection control. If employees must travel, the operational threat level will be higher of the level in Nueces County or the city or county where the employee travels. These phases may vary by region:

	Level 1:	Level 2:	Level 3:	Level 4:
	Low Health Risk	Slight Health Risk	Moderate Health Risk	High Health Risk
	0 cases in Nueces County	1-3 Person to Person Spread cases in Nueces County	4 -5+ Person to Person Spread cases in Nueces County	6 + Person to Person Spread cases in Nueces County
Social Distancing	Business and training will occur as usual.	Make best effort to conduct meetings via video or telephone conferences.	All meetings must be conducted via video or telephone conference unless special permission is granted from Executive Team.	All meetings must be conducted via video or telephone conferences unless special permission is granted from Executive Team.
General Meeting Areas	General meeting areas will be available to employees.	Make best effort to avoid general meeting areas, such as lunch areas.	Limited access will be granted to lunch areas, food preparation only. Employees must eat at desk.	No access to common lunch areas.



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	Level 1:	Level 2:	Level 3:	Level 4:
Remote Work (Approved by case by case basis)	Employees report to work as usual; Remote work may be approved on a case-by-case basis.	Employees that provide written doctor's excuse may qualify for remote work if their job position allows.	Employees whose job position allows will be granted remote work permission on a case- by- case basis.	Only critical personnel will be allowed in office; Office will be closed to general public. Employees whose job allows will be granted remote work permission on a case-by-case basis.
Work Related Travel	Work related travel will be conducted as usual.	Commercial transit limited to essential business meeting with management approval.	Business related commercial air travel is not allowed unless approved by management.	Business related travel; commercial travel is not allowed unless approved by Executive Committee.
Personal Travel	Make supervisor aware of travel plans.	No air travel without permission of manager except emergency situations & with approval of Executive Committee. May result in at-home quarantine.	No personal travel without permission of Executive Committee. Will result in at-home quarantine.	No personal travel. Will result in at-home quarantine.
Sanitation	CTCCB cleaning staff will regularly clean and disinfect work areas and high traffic areas.	Enhanced sanitation by CTCCB cleaning staff to include daily disinfection of high traffic areas.	Enhanced sanitation by CTCCB cleaning staff to include continuous disinfection of high traffic areas and all workstations.	Office will be closed; except for critical personnel. CTCCB cleaning staff to include continuous disinfection of working areas.
Education	Educational material regarding proper sanitation and illness prevention will be available on the intranet and on CTCCB bulletin boards. Copies will be available for employees.	Education material regarding proper sanitation and illness prevention will be displayed in regular meeting areas and on CTCCB bulletin boards. Copies will be available for employees.	Education material regarding proper sanitation and illness prevention will be posted in general meeting areas and on bulletin boards. Copies will be available to employees.	Education material regarding proper sanitation and illness prevention will be posted in general meeting areas and on bulletin boards. Copies will be available to employees.



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Training Operations	Training conducted as usual.	Training operations conducted as necessary with enhanced sanitation.	Training will be conducted on limited basis as approved by Executive Committee with enhanced sanitation.	Only conducted in extreme circumstances with approval from Executive Committee.

* Could change based on Nueces County Health Department

Communication and Notification of Risk Level

The status of these phases will be communicated by the Executive Team directly to Managers and Supervisors, who will then inform the employees of the communication from the Executive Team. Each supervisor will be responsible for contacting their employees via e-mail, phone, and/or text. Managers will be responsible for working with supervisors to communicate plans with clients to limit any work disruption.

Critical Personnel

During the event of an infectious disease outbreak (**at Level 4**), only critical personnel and staff personnel will be asked to report to the office as needed.

Preventing the Spread of Infection in the Workplace

CTCCB will endeavor to provide 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 diseases 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.

Do not come to work if you are ill and/or have an elevated temperature or other symptoms of infectious disease. Contact your Manager and/or Human Resources.

Limiting Travel

In the event of an infectious disease outbreak, nonessential travel must be approved by the Executive Team. Employees who travel as an essential part of their job should consult with management on appropriate actions.

Telecommuting (Level 2 & 3)

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 manager for consideration.

Staying Home When Ill

During an infectious disease outbreak, employees must not report to work while they are ill and/or experiencing the following symptoms: [Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, and fatigue]. Employees who report to work ill may be sent home in accordance with these health guidelines. If an employee is eligible for paid leave and has paid time available, they will need to utilize their paid time off to cover the absence. Otherwise, the employee's pay while on leave will be evaluated on a case by case basis. Should the office be closed, the employee pay approach will be evaluated by the Executive committee.

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. 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.



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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 supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, CTCCB may implement these social distancing guidelines to minimize the spread of the disease among the staff:

1. Avoid or limit 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.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least six feet apart from each other if possible; avoid person-to-person contact.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.
4. Do not congregate in workrooms, breakrooms, copier rooms, or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to request information and orders via phone and e-mail to minimize person-to-person contact. Have the orders, materials, and information ready for fast pick-up or delivery.

Outside activities

In the event of an infectious disease outbreak, if possible, employees might be encouraged to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might encounter contagious people.