

## Flu and Coronavirus Prevention Guidelines

We are all aware of the evolving respiratory illness known as Coronavirus or COVID-19. While the risk of contracting the Coronavirus at this time remains low, we are taking proactive steps to minimize the possibility of transmission of this and other seasonal illnesses such as influenza (the flu), in order to protect the health of our employees and patients.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace.

Employees are reminded of the following:

- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least twenty (20) seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.

AMI will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones, keyboards, desktops, countertops, etc.

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the CDC recommends that employees remain at home until at least twenty (24) hours after they are free of fever (100 degrees F) or signs of a fever without the use of fever-reducing medications. Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid time off and other benefits to compensate employees who are unable to work due to illness. Employees who report to work ill or become ill during the course of their scheduled workday will be sent home in accordance with these health guidelines.

Given the circumstances, effective immediately, when an employee "calls out" sick their manager will be required to inquire whether he/she is experiencing flu-like symptoms or respiratory issues; no other information will be requested. We will maintain confidentiality of this information and will use it for internal Employee Health tracking purposes only.

As a reminder to all full time; PT36; or PT32 employees: All employees falling under these employment categories are automatically enrolled in Teladoc, a telemedicine service, following thirty (30) days of employment and have the option of utilizing this benefit rather than visiting their primary care physician; urgent cares; or emergency rooms.

Teladoc doctors can treat many conditions, including:

- Cold & flu symptoms;
- Allergies;
- Sinus problems;
- Ear infections;
- Urinary tract infections;
- Respiratory infections;
- Skin irritations and more!

If you have not yet used your Teladoc benefit and need guidance or if you have any other questions regarding this benefit, please reach out to me directly.

If you have any questions or concerns regarding these guidelines, please feel free to reach out to me at extension 1019 or your Office Administrator.