

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

<b>SUBMITTED BY:</b> Kathleen Swantek	<b>DATE SUBMITTED:</b> 07/01/77	<b>SECTION:</b> Human Resources	
<b>BOARD APPROVED ON:</b> 07/01/77	<b>DATE REVISED:</b> 12/16/15	<b>SUBJECT:</b> Communicable Disease	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 12/19/18, 12/16/20, 12/18/22		<b>POLICY #:</b> ED-004	<b>PAGE #:</b> 1 of 1

**I. APPLICATION**

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

**II. POLICY**

It is the policy of the organization to exclude any employee with symptoms of a communicable disease or illness from work.

**III. NOTIFICATION/PROCEDURE**

**WHO**

Program Supervisor

**DOES WHAT**

1. If there is evidence that employees may have symptoms of a communicable disease the program supervisor may relieve the employee of scheduled hours until symptoms have cleared within the time frame designated by the primary care physician in writing or by following any specific guidance provided by Michigan Occupational Safety and Health Administration or Centers for Disease Control and Prevention.
2. If the symptoms persist more than one (1) day and depending on illness, program supervisor may request written notification from the physician on date of return to work.
3. Illnesses which would require immediate action include but not limited to: COVID-19, tuberculosis, measles, mumps, smallpox, mononucleosis, skin infection, parasites, strep throat, whooping cough, etc.