

SPIN Policy
Workplace Health & Safety Regarding Epidemics or Pandemics
October 20, 2014

Overview: SPIN has as its highest priority and responsibility the health and safety of the individuals to whom we provide services and our employees. With the onset of flu season and other epidemics and pandemics as a major health concern, SPIN is taking prudent steps to protect the health and safety of those we support and our workforce with this policy. SPIN also seeks to demonstrate respect and care for all employees and to have a balanced, factual, informative approach to this issue. SPIN trusts all employees to follow this policy and to take personal responsibility for their own health and to not knowingly subject others to their illness or to use illness incorrectly as an excuse for not coming to work.

SPIN has reviewed current information from the CDC, OSHA and the World Health Organization and consulted with others in establishing this policy. This policy is subject to change based on the most current information as it is disseminated related to epidemic or pandemic diseases from experts in the field of public health, occupational health and safety and infectious diseases.

Procedures for SPIN Employees:

1. Safe Practices:

- a. Follow Universal Precautions at all times which are designed to reduce the risk of transmission of infection in blood and body fluids as per SPIN training. They are:
 - Hand Washing- Wash your hands before and after care of each individual/child:
 1. Wet your hands with water.
 2. Apply enough soap to cover all surfaces of your hands.
 3. Rub hands together palm to palm for at least 20 seconds.
 4. Rub backs of hands, wrists, between fingers and under fingernails.
 5. Rinse with water.
 6. Dry hands thoroughly with a single use paper towel.
 7. Use the towel to turn off the faucet and dispose the towel in the trash.
 - Coughing/Sneezing- Cover your nose and mouth with a tissue or cough/sneeze into your upper sleeve. Put your used tissue in the trash. Wash your hands with soap and water.
 - Wear Gloves- Put on gloves when contact with blood or body fluids can occur. Dispose of gloves immediately after use and wash your hands.
 - Needles- Dispose of used needles in a sharps container. You should always wear gloves when administering a needle and wash your hands after disposing of the needle and gloves. Notify your supervisor immediately of an accidental needle stick.
 - Disinfect- Clean all surfaces and medical equipment with disinfectants. This includes counter tops, door handles and all commonly used/touched areas.
- b. Get a flu shot by 11/30 to prevent becoming infected with the flu. (SPIN is offering flu shots at Drummond and Lehigh locations on 10/29 from 2-6pm)
- c. Do not come to work if you have signs & symptoms of illness:
 - Signs & Symptoms of Illness
 - Fever greater than 100.4
 - Severe headache

- Weakness
- Muscle pain
- Vomiting
- Diarrhea
- Abdominal Pain
- Bleeding or Bruising

In this event, follow all call-out practices and seek medical guidance from your physician as to whether you need medical attention.

- d. To accommodate this policy, during flu season (October through March), SPIN is allowing one additional callout without penalty for each employee and as always will review and adjust supervisory action taken regarding callouts for illness per our leave time review process.
- e. Prevent exposure to people who are or may be infected with the flu or other illnesses that are contagious.
 - i. SPIN encourages employees to make informed decisions about international travel and other possible risks associated with exposure to an epidemic.
 - ii. SPIN encourages employees to monitor signs and symptoms during the incubation period if they may have had any exposure to the flu or other virus or illness that is contagious.

Communication Plan: SPIN will communicate this policy through direct communication as much as possible and via the portal to all employees. The policy will be available on SPIN's portal.

Effective Date: This policy is effective as of October 20, 2014 and is subject to change based on current facts and emerging information by authorities including the CDC and OSHA.