

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

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 07/01/77	SECTION: Human Resources
BOARD APPROVED ON: 07/01/77	DATE REVISED: 12/16/15, 8/5/2026	SUBJECT: Communicable Disease
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 12/19/18, 12/16/20, 12/18/22, 8/5/2026		POLICY #: ED-004
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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

DOES WHAT

Program Supervisor

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 three (3) days, program supervisor may request written notification from the physician on date of return to work. See Sick Leave Policy ED-036.
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.
4. Notifies human resources manager on day three of employee's absence.

Human Resource Manager

5. File any claims necessary.