

Contagious Diseases/Illnesses

The firm requires that any employee who believes he/she has the flu or is potentially contagious after exposure to the flu virus or any other contagious diseases such as but not limited to mumps, measles and chicken pox, take PTO and remain away from work during any contagious or recovery period. Any employee reporting to work with flu or other disease symptoms or who develops such symptoms at work will be sent home.

Additionally, employees are not allowed to bring children into the office who exhibit flu symptoms or any other contagious diseases.

Employees should also practice good work hygiene in order to avoid potential viral spread. This would include frequent hand washing, limiting your use of telephones or other items which come in close facial contact and which are primarily used by others, keeping your desk or work area clean, and wiping down surface areas such as door handles and light switches as appropriate.

We appreciate your cooperation and consideration for your fellow employees.