In early January 2020 the World Health Organization (WHO) and the Centers for Disease Control (CDC) have been recommending that people with Flu like illnesses need to isolate themselves from the general public as one of the best ways of helping to contain the spread of the flu.

ABC Resort and Casino supports this concept and adopts this policy to assist in reducing the spread of the Flu by outlining Preventive Measures to reduce the risk, and outlining a Stay Home Policy for ABC employees.

**General Symptomatic Information**

* **Flu symptoms**:

 The flu is generally characterized by a rapid onset of symptoms that include a fever over 100.4° F, non-mucus producing cough, sore throat, severe aches and pains, chills, tiredness, headache and chest discomfort. Fevers can normally last three to four days.

* **Common Cold Symptoms:**

Stuffy nose, sneezing, mucus producing cough, sore throat tends to indicate a common cold versus the flu. When a fever is present it is a low-grade fever and of shorter duration.

* **Coronavirus Disease 2019 (COVID-19**) **symptoms:**

May have a mild to severe Respiratory Illness with symptoms of fever, Cough, and shortness of breath. Some patients have pneumonia in both lungs. COVID symptoms typically are felt within 2-5 days from exposure and can last up to 14 days.

CDC recommends that employees should **not** visit the emergency room or their doctor for routine Flu symptoms, unless it is an emergency situation. If you suspect that you may have **COVID-19** then you should contact the Emergency Room or some other medical facility to describe what you are experiencing and why you may believe that it is **COVID 19.** Doing this will allow the healthcare partners to prepare appropriately for your arrival and for you to receive direction as to what you must do next.

The CDC recommends:

1. **Avoid close contact**.

Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.

2. **Stay home when you are sick.**

If possible, stay home from work, school, and errands when you are sick. Isolating yourself and family at home will help prevent others from catching your illness.

3. **Cover your mouth and nose.**

Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.

4. **Clean your hands and** **sanitize items handled.**

Washing your hands often will help protect you from germs. Use a disinfectant to eliminate germs from surfaces that are touched by others.

5. **Avoid touching your eyes, nose or mouth.**

Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

6. **Practice other good health habits.**

Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

7. **Get immunized.**

 The CDC recommends the following general guidelines for those who should receive the Flu immunization first (this is not a prioritized list):

1. Pregnant women
2. Individuals in contact and/or care for infants ages 0 to 6 months
3. Healthcare and emergency responders
4. Individuals aged between 6 months to 24 years of age
5. Individuals with pre-existing health issues (consult with medical authority for qualifying conditions)

8. COVID 19 high risk individuals, who request removal from the workplace, should be

considered first, prior to other leave requests. These employees can be removed from the schedule and use available sick leave, then vacation leave.

1. Individuals 60 years of age or older
2. Individuals with compromised health symptoms (autoimmune disorders, under treatment for cancer, on dialysis, heart conditions, etc.)

**ABC STAY HOME POLICY**

Under ABC Resort & Casino the following general guidelines will be the **‘stay home’** policy and is established as standard practice for the duration of the Flu. This policy is adopted to limit exposure of employees with flu symptoms, in recognizing that vast infection will affect ABC operations and business. This policy applies to all ABC employees.

1. Employees experiencing flu like symptoms, should not work and should remain at home, get as much rest as possible, eat well (good nutrition), and use over the counter flu medications to relieve symptoms.
2. Directors, Managers and Supervisors are authorized to direct employees who appear to exhibit symptoms of Illness to go home. Employees shall not return to work until at least 24 hours after the fever breaks and longer if coughing persists.
3. Employees out with an Illness shall, per the ABC Employee Handbook, will be required to use sick leave first, then vacation leave once sick leave is exhausted.
4. Employees who have exhausted their sick and vacation leave, will use LWOP and may request a call for leave donation be posted through their department head.
5. ABC Employees who are on sick leave (and other leave as SL exhausted,) due to illness, will not have the absence count against the Attendance Policy for unscheduled absences. You are still required to call in and notify your supervisor. The occurrence will be documented on the calendar, but will not be counted against them should they reach 12 unscheduled absences. Such absence also will not count toward preventing a rate adjustment during their annual evaluation process.
6. The expected duration of the Flu is 7 to 14 days. Since seeking medical attention is not recommended, employees will not have to provide a medical release upon their return.

ABC management reserves the right to modify the assignment of attendance violations, or to use progressive discipline for employees who are deemed to be abusing this policy. Abuse may include falsification of information, misuse of leave, a pattern of leave use, etc., as determined by ABC management.

This policy will be subject to change dependent upon further guidance from the CDC, the Office of Public Health, or the IHS. Further, this policy shall remain in effect until such time as the CEO determines that it is no longer necessary. At that time a notice canceling this policy shall be issued.