

SAMPLE SICK POLICY

[BUSINESS NAME] is fully committed to safeguarding the health and safety of all staff and customers. For this reason, effective immediately, [BUSINESS NAME] enacts the following policy applicable to all staff members, regardless of position or authority:

- All staff members will be screened or complete a “daily active monitoring” form regarding any symptoms they may have. This form must be completed on every employee at the beginning of every shift.
- All employees must immediately report symptoms associated with COVID-19 to their manager.
- Staff members who have any symptoms of fever OR respiratory illness will not be allowed to work.
- Staff members living in a household where individual member(s) have symptoms but have not been tested for COVID-19 or who tested positive for COVID-19 will not be allowed to work.
- Staff members who have recently traveled from an area where there is wide community spread or an outbreak/cluster of COVID-19 will not be allowed to return to work until 14 days after that most recent travel.