

Hello All,

Venture will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Venture during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Venture is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

#### *Preventing the Spread of Infection in the Workplace*

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

#### *Staying Home When Ill*

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue]. Currently, the Centers for Disease Control and Prevention reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

#### *Procedures Upon Return from Travel*

**Employees who become ill during or upon returning from travel with virus-like symptoms will need to contact a health care provider as well as the HR department for direction as soon as possible.**

**Employees returning from travel who do not exhibit virus-like symptoms must still contact the HR department upon return** and may be directed to remain away from the workplace for fourteen days to determine whether or not they have been exposed. The returning employee should work with his or her manager to set appropriate telecommuting arrangements or request time off from work.

#### *Notification of exposure*

**Employees must notify Human Resources immediately that a communicable disease risk may exist to limit additional exposure.** Human Resources will obtain sufficient facts about the particular employee and his or her particular condition.

#### *Confidentiality of Medical Information*

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

*In order to keep you updated on the latest developments, we will be posting updates on our website <http://www.venturecs.org> and on our Facebook page.*

Shaunna Monts, MBA, SPHR | Vice President of Human Resources & Professional Development  
Venture Community Services  
One Picker Road | Sturbridge, MA 01566  
508-347-8181 ext.1145 | [venturecs.org](http://venturecs.org)

