

A NEW LEAF, INC.
Communicable Disease



I. It is our policy at A New Leaf to never knowingly hire an employee who has a communicable disease. This also applies to Certified Family Home providers as they are extensions of our Residential Habilitation program.

II. Procedure:

A. To ensure the protection of all participants, employees, and affiliates, A New Leaf will require:

1. All employees/affiliates must sign that they are free from communicable disease.
2. Any employee with a communicable disease will not be allowed to enter the work place/provide services until such time that it is no longer infectious and the employee/affiliate has a Physician's clearance to return to work.
3. Any employee/affiliate with a minor cold or virus may be allowed to work only if they are willing to follow Universal Precautions.
 - a. They may not work directly with food handling or preparation
 - b. They may not handle any dishes or utensils
 - c. They must wear protective equipment (gloves, etc.)
 - d. They must frequently wash their hands
4. Any employee/affiliate who believes they may have an infectious disease must contact his/her Supervisor or Program Coordinator immediately, who will then consult a Physician as to the appropriate guidelines. If any employee/affiliate has been seen by a Physician, a release is required to return to work/service provision.

By signing below, I am verifying that I am free from communicable disease. If at any time my status changes, I will notify A New Leaf immediately.

Employee/Affiliate Signature

Date

A New Leaf Representative

Date