

Important Notice:

The sample infectious and communicable disease policy is on the following page. This sample policy is provided as a potential resource for your company. Prior to use, please review this document with your company legal department or outside counsel. Please note, these protocols are specific to winery tasting rooms. A winery providing a sit-down, dine-in meal should follow the California state guidelines for dine-in restaurants.

Infectious & Communicable Disease Policy

[Company's] decisions regarding workplace operations in light of an outbreak of communicable and/or infectious diseases shall be taken after a careful weighing of the identified risks and the available response alternatives and in light of governmental or other agency advice regarding communicable and infectious disease outbreaks.

[Company] will not discriminate against any job applicant or employee based on the individual having a communicable and/or infectious disease and will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable and/or infectious disease.

We will take proactive steps to protect the workplace in the event of a communicable and/or infectious disease outbreak. It is our goal to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace. We reserve the right to request that employees work remotely, restrict work-related travel, or to temporarily curtail business operations as circumstances may demand.

[Company] will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable and/or 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. Alcohol-based hand sanitizers are provided to employees at each location.

In the event of a communicable and/or infectious disease outbreak, it is our general policy that normal attendance and leave policies will remain in place, although we reserve the right to adjust those policies as circumstances may dictate.

Limiting Travel

In the event of a communicable and/or infectious disease outbreak, [Company] may cease or curtail work-related travel.

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid time off to compensate employees who are unable to work due to illness (see Paid Time Off policy).

During a communicable and/or infectious disease outbreak, it is critical that employees do not report to work while they are ill. Currently, the Centers for Disease Control and Prevention recommends that people with a communicable and/or infectious illness such as the flu remain at

home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill may be asked to return home consistent with legal requirements.

Requests for Medical Information and/or Documentation

If you are out sick it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent and to know that it is appropriate for you to return to work. Any medical information you disclose will be treated as confidential in accordance with applicable laws.

Other Restrictions

In the event of a communicable and/or infectious disease outbreak, [Company] may implement social distancing guidelines to minimize the spread of the disease among the staff, including requesting that employees:

- Use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- Maintain distance from other employees during face-to-face meetings and avoid shaking hands and other physical contact.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.