



Managing Reports of Illness at Work

Refer reports of illness at work to the Human Resources (HR) Consultant representing the employees' College or Division. The following recommendations may be applicable in certain cases.

- a) Employee requiring transportation for a medical emergency: Call WSU Public Safety, 313-577-2222 for assistance with transportation for emergency medical care.
- b) Employee who confirms he/she has a communicable illness while at work may be required to leave work. Supervisors may require the employee to provide medical clearance from their physician prior to returning to work.
- c) Employee with wound drainage that cannot be covered and contained may be required to leave work. Supervisors may require the employee to provide medical clearance from their physician prior to returning to work.
- d) Employee who feels he/she is unable to work due to illness should discuss their need for medical attention or to leave work with their supervisor.

Decrease the Spread of Germs at School and Work

- a) **Cover Coughs**
When coughing or sneezing cover your mouth and nose with a tissue; alternatively cough/sneeze into your elbow. Flu viruses spread mainly by droplets formed when people with flu cough, sneeze, or talk.
- b) **Cover Wounds**
Keep cuts, scrapes, and wounds covered with clean bandages.
- c) **Consider Vaccination**
One of the best ways to protect against vaccine preventable diseases is vaccination. Consider discussing vaccine recommendations with your health care provider.
- d) **Wash Hands**
Regular handwashing, particularly before and after activities, is one of the best ways to decrease the spread of germs, and avoid getting sick: handwashing is a win for everyone.

Washing hands with soap and water is the best way to decrease germs; however if soap and water is not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Link to Center for Disease Control (CDC) printable handwashing poster for employees: <http://www.cdc.gov/healthywater/pdf/hygiene/hwcorporate.pdf>