


<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Contagious, Serious or Life Threatening Illnesses Policy
	Policy Reference No:	2-8
	Release Date:	18 November 2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	2
	Applicability:	All Employees & Volunteers

The Township has a legal obligation and is committed to providing a safe and healthy work environment for all employees and to the public. Accordingly, employees who have been diagnosed with or is suspected to have any illness that poses a health hazard to other employees or to the public must immediately disclose this information their supervisor who shall immediately report this information to the Township Manager. The Township Manager shall then consult with public health professionals, if necessary, to assist in making a determination as to the appropriate course of action, including what if any reasonable accommodations exist to allow the employee to continue to perform the essential functions of his/her job. Employees who fail to disclose illnesses that pose a direct threat to the health and safety of other employees or the public shall be subject to discipline up to and including termination of employment.

The Township treats life-threatening illnesses in accordance with its policy on equal employment opportunity and the requirements of the ADA and NJLAD. The Township encourages employees with contagious diseases or serious/life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition. The Township shall make reasonable accommodations to known physical and mental limitations of all employees, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the Township.

The Township will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

- Medical information may be disclosed with the prior written informed consent of the person who is the subject of the information.
- Information may be disclosed without the prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program evaluations, but these individuals shall not identify, either directly or indirectly, the person who is the subject of the record in a report or evaluation, or otherwise disclose the person's identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.
- Information may be disclosed to the Department of Health as required by State or Federal law.

Management has a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action.

Employees with questions or concerns about contagious or life-threatening illnesses are encouraged to contact the Township Manager.

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