

INFORMATION ONLY

PROCEDURE TITLE:	INFECTIOUS AND COMMUNICABLE DISEASE PROCEDURE
PROCEDURE NO.:	4.93:1REV
RELATED POLICY:	4.93REV
PAGE NO.:	1 OF 8
RESPONSIBLE ADMINISTRATOR(S):	VICE PRESIDENTS DESIGNATED ADMINISTRATORS
EFFECTIVE DATE:	09/11/2020
NEXT REVIEW DATE:	09/2023
APPROVED BY:	PRESIDENT

1.0 PURPOSE

- 1.1 To adopt procedures that effectively implement Policy 4.93Rev and that are necessary to ensure a healthy and safe campus environment.
- 1.2 To identify those with responsibilities to develop, implement, and carry out plans and protocols when confronted with potential and/or confirmed infectious or communicable diseases that may affect the campus community.
- 1.3 To proactively respond to instances of infectious & communicable diseases (as defined by policy 4.93Rev) that may threaten the campus, as well as other health-related conditions that may impact the university community.
- 1.4 To provide training and information sessions necessary for the campus community to be adequately prepared for an imminent or impending disease threat.

2.0 RESPONSIBILITIES

- 2.1 The University President has oversight authority for emergency actions should a community, statewide, or national outbreak of an infectious or communicable disease as defined in Policy 4.93Rev threaten the campus.
- 2.2 Vice Presidents and other senior leaders have executive-level responsibilities for the organizational units that develop and execute plans designed to contain a potential spread of an infectious or communicable disease on campus. These leaders oversee task forces or committees appointed by the President to create or revise university response plans and protocols.
- 2.3 The Director of Counseling and Health Services or designee is the primary contact to receive reports of potential infectious or communicable diseases, serves as the primary contact with the local health department for associated health-related matters, performs preliminary risk assessments to determine the

potential threat to the campus, and collaborates with the Pandemic Response Team (see Section 10.0 below) to effectuate response plans when needed.

2.3.1 Notification of an infectious or communicable disease may be received from on-campus or off-campus sources such as but not limited to: local health department, Ohio Department of Higher Education (ODHE), state health department, Ohio governor, or national health officials (e.g., Centers for Disease Control (CDC)).

2.4 Upon notice, the Director of Counseling and Health Services will consult with applicable University officials (i.e., Director, Risk Management, Director, Department of Safety, etc.) to conduct a preliminary risk assessment.

2.4.1 If the preliminary assessment that includes evidence provided by the Centers for Disease Control (CDC), state health officials, and/or the local health department reveals that there is campus-wide risk, the following actions will occur:

2.4.1.1 The Director of Counseling and Health Services will establish an SSU Health Team to coordinate campus health-related matters in collaboration with the local Health Department and the SSU Health Clinic.

2.4.1.2 The President will appoint and convene a Pandemic Response Team (See Section 10.0, below) for the express purpose of ensuring an effective University response.

2.4.2 If the preliminary assessment reveals that there is not campus-wide risk, the Director of Counseling and Health Services or designee will work with the affected individuals and offices to implement steps to contain or provide care for the specific cases.

2.5 Office of Risk Management, Contracts, and Procurement

The Director of Risk Management & Procurement is responsible for ensuring the central procurement and provisioning of bulk personal protective equipment (PPE), conducting or assisting others to conduct risk assessments of space and facilities, maintaining records and making reports regarding risk management and insurance coverages, providing guidance to university officials related to risk matters, and serving as liaison with contractors and vendors as needed.

2.6 Department of Public Safety

The Director of Public Safety is responsible for the overall safety of the public and the campus environment and has explicit authority to:

2.6.1 Execute actions essential for the overall public safety of the campus

and coordinating necessary actions with community leaders and officials.

- 2.6.2 Manage situations in which the police/security officers need to be involved including providing aid and support in instances in which a person with an infectious or communicable disease is convalescing on campus.
- 2.6.3 Ensure the police/security officers are fully informed about the disease, the location where a patient is convalescing, and the recommended methods of self-protection should the officers have direct contact with the infected person.

2.7 Office of Marketing & Communications

The Director of Marketing & Communications is responsible for transparent, accurate, and timely communication as required to achieve an understanding of a health and/or safety matter essential for public safety and is SSU's designated Public Information Officer (PIO). Responsibilities may include preparing public announcements, issuing safety alerts, coordinating public inquiries, and ensuring that effective internal communications are delivered

3.0 STUDENTS: INFECTIOUS AND COMMUNICABLE DISEASE PROCEDURES

3.1 Residential Students (University-owned or managed properties)

- 3.1.1 Residential students are required to report any suspected contagious condition to their resident coordinator (RC) or the Dean of Students and to visit the University's Health Clinic or another health care provider.
- 3.1.2 A student suspected of having a communicable or infectious disease or of having been exposed will be evaluated by the University's Health Clinic or another health care provider. The student should notify his/her county of residence health department and comply with instructions that are offered. In addition, residential students may be required to notify the local Health Department.
- 3.1.3 Students may be required to provide medical documentation to confirm or verify absence due to an infectious or communicable disease that includes but is not limited to: a diagnosis and treatment; wound care if applicable; anticipated length of isolation, activity restrictions, including isolation/quarantining requirements; ability to return to school, campus, and residence halls when the student is no longer infectious; and a continued plan of care that includes the duration of such care.
- 3.1.4 If a student is diagnosed as having an infectious or communicable disease by the University's Health Clinic or other health care provider, the

University's actions may include but are not be limited to requiring the student to return to his/her home. If returning home is not feasible, the residential housing management will make every reasonable effort to house the patient on campus as quickly as possible and to comply with quarantining protocols established by the SSU Health Clinic or local health department.

- 3.1.5 The Dean of Students will ensure residential housing protocols are followed and coordinate with the SSU Health Team or others designated to facilitate meals, maintain communication with quarantined students, and address class attendance matters for quarantined students.
- 3.1.6 Before a student is removed from isolation/quarantine and permitted to return to in-person classes, the student must comply with established protocols that may include providing the Dean of Students with the required documentation needed to confirm or verify absence due to an infectious or communicable disease and clearance to return to in-person classes.

3.2 Students Residing Off Campus (Commuting Students)

- 3.2.1 Students who commute to campus are responsible for reporting any suspected contagious condition to the Dean of Students. A commuting student suspected of having a communicable or infectious disease should notify his/her county of residence health department, the SSU Health Clinic, and the appropriate instructors.
- 3.2.2 The commuting student may be required to provide medical documentation to confirm or verify absence of communicable disease or infection that includes but is not limited to: a diagnosis and treatment; wound care if applicable; anticipated length of isolation; activity restrictions; clearance to return to school, campus, residence halls, etc. (i.e., student is no longer infectious); a continued plan of care; and the duration of such care.
- 3.2.3 Upon determining the student has an infectious or communicable disease, the Dean of Students will work with the SSU Health Team, the student, and where appropriate, with the student's health care provider to determine when the student can return to campus.
- 3.2.4 Before a student returns to campus, he/she must follow the established protocols and where required provide the Dean of Students and applicable faculty documentation to confirm or verify the absence of a communicable disease or infection.
- 3.2.5 The SSU Health Clinic will retain medical related documentation associated with an infectious or communicable disease.

3.3 Student Athletes

SSU student athletes are responsible for reporting any suspected contagious condition to the University's Athletic Trainer (AT) and his/her coach. The AT will provide instructions for the proper evaluation by the SSU Health Team which may require isolation based on the diagnosis. The AT in coordination with the SSU Health Team and/or treating physician, will determine the appropriate release date for return to play.

3.4 Student Recreation

Any student suspected or diagnosed as having an infectious or communicable disease will not be permitted to participate in SSU recreational activities. This includes but is not limited to: intramurals, activities on the Turf, Daehler Tennis Center, James A. Rhodes Athletic Center (including student recreation center, performance athletic weight room, Warsaw Aquatic Center, Waller Gymnasium), and attendance at any home intercollegiate athletic event.

4.0 EMPLOYEES: INFECTIOUS AND COMMUNICABLE DISEASE PROCEDURES

- 4.1 An employee who has been exposed to an infectious or communicable disease, has tested positive for a disease, or is experiencing other conditions associated with an infectious or communicable disease as defined in Policy 4.93Rev is responsible for reporting that information to his/her supervisor, the SSU Health Clinic and the local health department in accordance with instructions issued by the University.
- 4.2 For the health and safety of the university community, the employee may be required to remain off work in accordance with an established time-period. In some instances, the employee will be assigned an alternative work schedule and/or directed to work from home.
- 4.3 Any employee requiring isolation or quarantining may be requested to provide a statement from his/her physician to his/her supervisor before being permitted to return to work. If a statement is requested it must indicate that the employee poses no risk to the university community from the communicable disease.
- 4.4 If a medical condition exists related to an infectious or communicable disease, the employee may request a leave of absence. Associated leaves of absence will be managed according to university policy and applicable bargaining unit agreements.
- 4.5 The employee's supervisor is expected to report or ensure reporting has occurred by the employee to the appropriate officials should a case of infectious or communicable disease be suspected or confirmed in his/her area(s) of responsibility. The supervisor is to follow guidelines established by the University to effectively monitor the employee's status and to assess the potential impact upon the community.

5.0 CHILDREN'S LEARNING CENTER

- 5.1 When the occurrence of an infectious or communicable disease involving a child enrolled in the Children's Learning Center (CLC) has been confirmed and that poses a threat to the university community, the Director of the CLC will notify the SSU Health Team, the local Health Department and other officials as required by state law.
- 5.2 The CLC staff will follow the requirements of the *Ohio Department of Job and Family Services Child Care Center Manual* and/or any similar publications issued in the future.
- 5.3 Per CLC policy, if a child has a confirmed diagnosis of a communicable disease that poses a potential threat to the university community, prior to returning to the program, the parents of the child will be required to present a doctor's certificate to the CLC Director certifying that the child is no longer contagious to others and that the child presents no risk to the University community.

6.0 ACADEMIC PROGRAMMING

- 6.1 Academic Deans are responsible for the transparent and effective communication with department chairs and other academic units of guidelines issued by the University as well as health regulations from local and state health departments and/or other state officials.
- 6.2 Academic Deans will serve as members of the Pandemic Response Team (see Section 10.0, below) in instances in which academic programming and other instructional matters could be impacted by an infectious or communicable disease.
- 6.3 In all instances of potential or confirmed infectious or communicable disease on campus, Academic Deans will actively engage with the Pandemic Response Team to ensure mitigation plans pertinent to the protection of faculty members and students are developed and adopted.

7.0 UNIVERSITY-SPONSORED CAMPS AND CONFERENCES

- 7.1 Any participant suspected or diagnosed as having an infectious disease will not be permitted to participate in any university-sponsored camp or conference and should refrain from coming to campus.
- 7.2 Any participant who becomes ill while participating in a university-hosted camp or conference or who is confirmed to have an infectious or communicable disease will be asked to leave campus immediately and if needed will be isolated until such time the individual can be picked up and taken off campus.
- 7.3 Prior to returning to the campus, the participant must present a doctor's statement to the program supervisor certifying that he/she is no longer contagious to others and that he/she presents no risk to the university community.

8.0 MEASURES TO PREVENT TRANSMISSION OF DISEASE OR INFECTION

- 8.1 Multiple measures may be enacted by the President to avoid the spread of infectious or communicable diseases in the campus community. Such measures will be guided by state and local health department advisories, Ohio Governor's mandates, and directives from the Chancellor of the Ohio Department of Higher Education (ODHE) and/or the Centers for Disease Control (CDC).
- 8.2 To effectively mitigate the impact of severe exposures of infections or communicable diseases and to protect and preserve the health and safety of the campus community, the President may issue or authorize measures that include but are not limited to:
 - 8.2.1 Closing or partially closing the campus, including residential housing and university buildings.
 - 8.2.2 Delivering of services (administrative and instructional) through alternative measures (online instruction, remote work assignments, etc.).
 - 8.2.3 Requiring the campus community to comply with health strategies such as basic hygiene (washing hands, using sanitizer), use of Personal Protective Equipment (e.g., wearing of face mask/covering, gloves, gowns, etc.), and adherence to physical distancing guidelines, etc.
 - 8.2.4 Discouraging students from sharing personal items and limiting or canceling group activities and campus events.
 - 8.2.5 Enforcing procedures to ensure any wounds are properly dressed and other sanitization measures are implemented (e.g., appropriate laundering of soiled clothing and linens).
 - 8.2.6 Cleaning and sanitizing environmental surfaces, including deep cleaning measures if necessary.
 - 8.2.7 Providing cleaning and sanitizing supplies to campus locations.
 - 8.2.8 Enacting timely and comprehensive communications strategies including the distribution of information to the campus community, posting of signage, and other means of effective communications.

9.0 TRAINING

- 9.1 The Department of Human Resources will collaborate on training and awareness opportunities for employees and will serve as advisor to the Dean of Students to provide awareness opportunities for students. Such training may be mandatory.
- 9.2 Training will cover at minimum an overview of the definition and nature of the disease, the related University policy and procedures specific to respond to the disease, and methods of self-protection.

9.3 In some instances, employees and students may be asked to sign an acknowledgement of completion of the training and/or acceptance of actions necessary to protect the individual and the community (e.g., wearing facial coverings, physical distancing, personal hygiene, etc.)

10.0 MANAGING AN EPIDEMIC OR PANDEMIC INVOLVING AN INFECTIOUS OR COMMUNICABLE DISEASE ON CAMPUS

10.1 Due to the unique and broad impact of the health and safety risks to the campus and the community from an epidemic or pandemic, the President will establish a Pandemic Response Team that may include members of the University's Emergency Response Team (Policy 5.35Rev) along with specialized health professionals to manage the emergency.

10.2 The Pandemic Response Team core membership consists of the President, Provost, Vice Presidents, and/or their designees. Other members may include, but not be limited to: Director of Facilities, Risk Manager, Deans, Director of Counseling & Health Clinic, Director of Human Resources, Director of Public Safety, Dean of Students, and Director of Marketing and Communications.

10.3 The Pandemic Response Team will be responsible to comply with the President's directions that may include the review of existing university policies and procedures, gathering and researching of relevant data, obtaining explicit local, state, and/or national advisories and applicable regulations, and delivery of an effective Response Plan to address the specific environmental conditions.

History

Effective: 05/08/2015

Revised: 09/11/2020