

PROCEDURE TITLE:	INFECTIOUS AND COMMUNICABLE DISEASE PROCEDURE
PROCEDURE NO.:	4.93:1
RELATED POLICY:	4.93
PAGE NO.:	1 OF 6
RESPONSIBLE ADMINISTRATOR(S):	VPF&A/VPSA
EFFECTIVE DATE:	05/08/15
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APPROVED BY:	PRESIDENT

## 1.0 PURPOSE

- 1.1 To specify responsibilities of individuals and groups involved in instances of possible and/or confirmed infectious or communicable diseases in order to ensure effective management and compliance with reporting and regulatory obligations.
- 1.2 To establish processes designed to aid in proactively responding to instances of possible and/or confirmed infectious & communicable diseases (as defined by policy) as well as other health-related conditions that may impact the university community.
- 1.3 To provide for training and information sessions for the University community, as appropriate.

## 2.0 RESPONSIBILITIES

- 2.1 The Vice President for Student Affairs or designee will have oversight in the event that a student is diagnosed with an infectious and/or a communicable disease.
- 2.2 The Vice President for Finance and Administration or designee will have oversight in the event that an employee is diagnosed with an infectious and/or a communicable disease.
- 2.3 The Office of Environmental Health & Safety will be responsible for monitoring the status, collaborating with appropriate University offices, personnel, and/or health officials regarding students or employees having been diagnosed with an infectious and/or a communicable disease.
- 2.4 The Office of Environmental Health & Safety, has authority to:

- 2.4.1 Arrange for routine and special custodial services for the affected areas in which a patient is convalescing.
  - 2.4.2 Inform custodial and maintenance staff who are assigned to the isolation area of the diagnosis and mode of transmission of the disease.
  - 2.4.3 Inform the custodial staff of the recommended methods of self-protection that should be used in carrying out routine and special custodial service. Proper procedures can be found at:  
<http://www.cdc.gov/HAI/settings/outpatient/outpatient-care-gl-standarded-precautions.html>
- 2.5 The Director of Public Safety has authority to:
- 2.5.1 Consult with the Health Clinic and Office of Environmental Health & Safety in instances in which the police/security officers need to be aware that a person with an infectious or communicable disease is convalescing on campus.
  - 2.5.2 Insure the police/security officers have information about the disease, the location where the patient is convalescing, and the recommended methods of self-protection should the officers come into contact with the infected person.
- 2.6 The Director of Communications, or designee, will as necessary, prepare appropriate news releases and coordinate public inquiries.
- 2.7 All Employees
- 2.7.1 It is the responsibility of any contracted employee to report if he/she has been diagnosed with an infectious or communicable disease to their supervisor.
  - 2.7.2 The supervisor is expected to report this information to the appropriate department head.
- 3.0 STUDENTS: INFECTIOUS AND COMMUNICABLE DISEASE PROCEDURES
- 3.1 RESIDENTIAL STUDENTS (University-owned or managed properties)
- 3.1.1 It is the responsibility of a residential student to report any suspected contagious condition to his/her resident coordinator (RC) or the Dean of

Students and to visit the University's Health Clinic or other health care provider.

- 3.1.2 A student suspected of having a communicable or infectious disease will be evaluated by University's Health Clinic or other health care provider.
- 3.1.3 Students will provide medical documentation to confirm or verify absence of communicable disease or infection that will include:
  - 3.1.3.1 Diagnoses and treatment, wound care if applicable
  - 3.1.3.2 Anticipated length of isolation
  - 3.1.3.3 Activity restrictions
  - 3.1.3.4 Ability to return to school, campus, residence halls i.e., student is no longer infectious
  - 3.1.3.5 Continued plan of care and the duration of such care
- 3.1.4 Measures to prevent further transmission of disease or infection will be enacted by University's Health Clinic and/or Office of Environmental Health & Safety. These measures may include, but are not limited to:
  - 3.1.4.1 Basic Hygiene
  - 3.1.4.2 Covering of open wounds
  - 3.1.4.3 Discouraging students from sharing personal items
  - 3.1.4.4 Appropriate laundering of soiled clothing and linens
  - 3.1.4.5 Cleaning of environmental surfaces
  - 3.1.4.6 Distribution of information to the campus community
- 3.1.5 If a student is diagnosed as having an infectious or communicable disease by the University's Health Clinic or other health care provider:
  - 3.1.5.1 The preferred action is for the student to return to his/her home if at all possible.
  - 3.1.5.2 In the event the student is unable to leave campus, the Associate Director of Housing and Residence Life will make every effort to isolate the patient on campus as quickly as possible.

- 3.1.5.3 In order to prevent the spread of the disease or condition the student will remain in observation at the Health Clinic or other designated location while arrangements are being made for isolation.
  - 3.1.6 The Associate Director of Housing and Residence Life will follow internal communication protocol to inform appropriate personnel about the student and to ensure steps are taken to provide for his/her needs, including coordinating meal plan needs with the University's food services contractor.
  - 3.1.7 The Dean of Students will follow internal communication protocol to ensure that the appropriate academic faculty and staff are advised of any needed academic support.
  - 3.1.8 Before a student is removed from isolation and before the patient may be permitted to return to classes at the university, provide the Dean of Students with medical documentation to confirm or verify absence of communicable disease or infection.
- 3.2 STUDENTS RESIDING OFF CAMPUS (COMMUTING STUDENTS)
- 3.2.1 It is the responsibility of the student to report any suspected contagious condition to the Dean of Students. A student suspected of having a communicable or infectious disease will be evaluated by University's Health Clinic or other health care provider.
  - 3.2.2 Student will provide medical documentation to confirm or verify absence of communicable disease or infection that will include:
    - 3.2.2.1 Diagnoses and treatment, wound care if applicable
    - 3.2.2.2 Anticipated length of isolation
    - 3.2.2.3 Activity restrictions
    - 3.2.2.4 Ability to return to school, campus, residence halls i.e., student is no longer infectious
    - 3.2.2.5 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 student and his/her health care provider to determine when the student may return to campus.

3.2.4 Before a student may return to campus, he/she must provide the Dean of Students medical documentation to confirm or verify absence of communicable disease or infection. The Dean will ensure that such certification will be timely provided to the Health Clinic.

3.2.5 The Health Clinic will retain the certification in the student's medical file.

#### 4.0 EMPLOYEES: INFECTIOUS AND COMMUNICABLE DISEASE PROCEDURES

4.1 It is the responsibility of an employee who has a confirmed infectious or communicable disease to report that information to his/her supervisor.

4.2 For the health and safety of the university community, the employee is expected to remain off work until the risk of infecting others has ended and until he/she can return to full duties. Any associated leave would be managed according to current university policy and the applicable bargaining unit agreements.

4.3 The employee's supervisor will notify the Offices of Human Resources and Environmental Health & Safety.

4.4 Any employee who has been diagnosed with an infectious or communicable disease or condition shall be required to present a doctor's certificate to his/her supervisor before being permitted to return to work. The doctor's certificate must certify that the employee poses no risk to the university community as a result of the communicable disease.

#### 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, CLC personnel will notify the Office of Environmental Health & Safety.

5.2 The CLC staff will follow the requirements of the *Ohio Department of Job and Family Services Child Care Center Manual section 5101:2-12-33*.

5.3 Per CLC policy, 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 UNIVERSITY-SPONSORED CAMPS AND CONFERENCES

6.1 When needed, the participant will be isolated until such time the individual can be picked up and taken off campus.

- 6.2 Prior to returning to the program, the participant must present a doctor's certificate 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.

## 7.0 TRAINING

- 7.1 The Offices of Environmental Health & Safety and Human Resources will collaborate on offering training and awareness opportunities to employees as well as serve as advisors to the Dean of Students to provide awareness opportunities for students.

- 7.2 Such training will cover at minimum an overview of the definition of infectious and communicable diseases, the University's policy and procedures, and methods of self-protection.

## 8.0 MANAGING AN EPIDEMIC INVOLVING AN INFECTIOUS OR COMMUNICABLE DISEASE ON CAMPUS

- 8.1 Any infectious or communicable disease outbreak that rises to the level of an epidemic will be managed as an emergency and will involve the activation of the campus Emergency Response Team (ERT).

- 8.2 The ERT will convene to formulate a reasonable and proper response to the epidemic.

### History

Effective: 05/08/15