Rock Valley College

Communicable Diseases Procedure

RVC Administrative Procedure (2:20.080)

Overview

The purpose of this Administrative Procedure is to provide a description of the process by which Rock Valley College ("RVC" or the "College") will support prevention of and response to outbreaks of communicable disease on campus. The goal of this procedure is to create a streamlined process for the College to effectively disseminate information related to a communicable disease, limit exposure to and transmission of a communicable disease, and respond to individuals potentially infected by a communicable disease.

The below list contains examples of communicable diseases for the purpose of this procedure. This list is not all inclusive. Examples of communicable diseases which will activate this procedure if any student, staff, or faculty member is infected with, or potentially exposed to, include:

- Bortadella Pertussis ("whooping cough")
- Hepatis A
- Measles
- Meningococcal Meningitis
- Mumps
- Rubella
- Tuberculosis
- Varicella
- Additional emerging infectious diseases with high person-to-person transmission rates, such as COVID-19, SARS, H1NI, etc.

Communicable Diseases Procedure – Employees

The College places a high priority on the need to prevent the spread of communicable diseases. The College is committed to educating its staff, students, and the community about protection from and control of communicable diseases. A communicable disease is defined by the Center for Disease Control (CDC) as:

> "an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host."

It is the responsibility of all employees to report to the College any communicable disease with which they are diagnosed.

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Rock Valley College shall develop procedures for employee absence due to a communicable disease in accordance with all applicable statutes and regulations.

Reporting a Communicable Disease:

An employee who has a communicable disease, or who is a carrier of a communicable disease, must self-report such diagnosis or status to the Human Resources Department. An employee reporting his/her diagnosis of a communicable disease, or his/her status as a carrier of a communicable disease, must do so via telephone. Employees are prohibited from reporting a communicable disease in person.

Attendance:

Employees who are present at a RVC campus and are exhibiting signs or symptoms of a communicable disease shall be evaluated by trained personnel as directed by Human Resources in an attempt to determine if the individual may be considered a risk to others. Should the employee be deemed a potential risk of spreading the communicable disease, the employee will be required to leave Rock Valley College property, immediately, and will not be allowed to return until clearance is given by a state licensed medical provider, and quarantine or isolation timelines established by State or local health departments have been fulfilled. Employees shall return documentation provided by their medical provider to Human Resources prior to returning to campus.

Work Decision:

The Vice President of Human Resources and an employee's supervisor will determine if an employee diagnosed with, who is a carrier of, or who exhibits signs or symptoms of a communicable disease will be permitted to continue working and under what conditions such continued work will be permitted. The College may pursue remedial measures in response to an employee diagnosed with, who is a carrier of, or who exhibits signs or symptoms of a communicable disease, including, but not limited to, directing the employee to remain away from RVC property and use available paid time off (sick, personal, vacation, or compensatory) until cleared to return to work by a state licensed medical provider or designated college official. Depending on the nature of the illness and the employee's job responsibilities, the employee may be authorized to work remotely (reference Board Report #7735 Remote Work Policy 3:10.160). Reasonable accommodations will be provided in accordance with applicable Illinois and federal law. Employees shall return documentation provided by their medical provider to the Human Resources department prior to returning to campus.

Confidentiality:

Should the College obtain any medical or other records pertaining to an employee's exposure to a communicable disease, such records will be maintained in accordance with applicable Illinois and federal law including those pertaining to confidentiality.

Information regarding an employee's medical condition will be released to those College administrators who interact with the employee only when necessary for appropriate care of that employee or for the protection of others.

Administrators shall use information regarding an employee's medical condition only to the extent required for the performance of their duties and shall not otherwise disseminate or act upon such information. Disclosure of such information shall be pursuant to a written release of medical information provided by the effected employee.

Required Reporting:

Rock Valley College will comply with Section 690.200 of the Illinois Control of Communicable Diseases Code.

Continued Work:

Employees with an identified chronic communicable disease may continue working at RVC when the risk of transmitting the disease to others is sufficiently remote as determined by an appropriate medical professional. Reasonable accommodation will be provided in accordance with applicable Illinois and federal law.

Communicable Diseases Procedure – Students

Rock Valley College (RVC) places a high priority on the need to prevent the spread of communicable diseases. The College is committed to educating its staff, students, and the community about protection from and control of communicable diseases.

Rock Valley College shall develop procedures for student absence due to a communicable disease in accordance with all applicable statutes and regulations.

Reporting a Communicable Disease:

It is the responsibility of current and prospective students to report to the College any communicable disease with which they have been diagnosed or of which they are a carrier. Students shall contact the Rock Valley College Dean of Students via telephone or email to facilitate such reporting. Students are prohibited from reporting their illness in person. If a student self-reports to an employee of the College, the employee must share the information with the Dean of Students as soon as possible after receiving the information.

Admission/Attendance:

Students who are present at a RVC campus and are exhibiting signs or symptoms of a communicable disease shall be evaluated by trained personnel as directed by the Dean of Students in an attempt to determine if the individual may be considered a risk to others. Should the student be deemed as a potential risk of spreading the

communicable disease to others, the student will be required to leave Rock Valley College premises immediately and will not be allowed to return until clearance is given by a state licensed medical provider or designated college official, and quarantine or isolation timelines established by State or local health departments have been met. Students shall return documentation provided by their medical provider to the Dean of Students prior to returning to campus.

Should a student who is assessed as a potential risk of spreading the communicable disease to others refuse to leave RVC property, the student shall immediately be considered suspended from the College and will be required to leave or face possible criminal prosecution. Notification of the suspension shall be given to the Dean of Students for follow up with the student.

Continued Attendance:

Students with an identified chronic communicable disease may continue attending classes at RVC when the risk of transmitting the disease to others is sufficiently remote as determined by an appropriate medical professional. Reasonable accommodations will be provided in accordance with the Americans with Disabilities Act.

Communicable Disease Admission/Attendance Decisions:

A determination of whether a student with a communicable disease may attend class/work at RVC shall be made based on procedures implemented by the College and consistent with the codes, acts, and laws listed in the References section of this Procedure.

An admission/attendance decision will be made by the Chief Academic Officer or his/ her designee in collaboration the local or state Department of Public Health and with the student's medical liaison as needed and based on the following criteria:

- The risk of transmission of the disease to others;
- The health risk to the particular student;
- Whether reasonable accommodations can be made without undue hardship to reduce the health risk to the student and others; and
- Recommendations from any pertinent Centers for Disease Control and Prevention, Illinois Department of Public Health (IDPH) publications, and federal laws.

Health Testing:

Certain RVC programs and/or departments may have specific health requirements for admission and/or progression in that program, department, or for related employment. Such requirements may include medical testing and, either, demonstration of immunity or required immunization to protect both the student and any individuals he/she may interact with during his/her educational program or related work. Some students, on a case-by-case basis, may be permitted to waive immunizations based on their personal immune status.

Routine or random serologic (blood) testing of students for evidence of infection will not be conducted. However, reports that a student poses a danger to others should be forwarded to the Dean of Students. The Dean of Students will consult with the student, the student's medical advisors, and the appropriate College personnel following such a report. Thereafter, the Dean of Students may require the student to submit to medical testing in accordance with the terms of an informed written consent/release from Student Services. A student who is diagnosed with a communicable disease will be required to provide a medical release in order to return to school.

Confidentiality:

Should the College obtain any medical or other records pertaining to a student's exposure to a communicable disease, such records will be maintained in accordance with applicable Illinois and federal law including those pertaining to confidentiality. No entry pertaining to a student's exposure to a communicable disease will be made in the permanent student academic record of the College.

Information regarding a student's medical condition will be released to those college administrators who interact with the student only on when necessary for appropriate care of that student or for the protection of others.

Administrators shall use information regarding a student's medical condition only to the extent required for the performance of their duties and shall not otherwise disseminate or act upon such information. Disclosure of such information shall be pursuant to a written release of medical information provided by the effected student.

Review:

Restrictions imposed upon students with communicable disease or who are carriers of communicable disease (including removal from class or access to the campus), or the alleged failure to make reasonable accommodation for such students are subject to review by the Chief Academic Officer or his/her designee upon receipt of a written complaint filed by the aggrieved student within ten working days of the complained action. The Chief Academic Officer shall issue a written decision regarding the complaint following his or her designee's investigation of the matter, within 10 days of receipt of the complaint.

Required Reporting:

Rock Valley College will comply with Section 690.200 of the Illinois Control of Communicable Diseases Code in reporting communicable diseases.

References

- http://www.idph.state.il.us/health/infect/comm_disease_guide.pdf – Communicable Disease Guide (2002), Illinois Department of Public Health (IDPH) Control of Communicable Disease Code (77 IL, Adm. Code 690)
- http://www.idph.state.il.us/rulesregs/rules-index.htm – Standards for Privacy of Individually Identifiable Health Information-Health Insurance Portability and Accountability Act (HIPAA, 1996)

Reference: Board Report #6642
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