



**Area:** Human Resources

**Policy Name:** Communicable Disease Plan

**Policy Statement:** The College believes in the safety of its employees, students and guests and will take proactive steps to protect the workplace in the event of a communicable disease outbreak. It is the goal of the College during any such time period to strive to operate effectively and ensure that all essential services are continuously provided, and that employees, students and guests are safe.

The College is committed to providing information it receives from the Centers for Disease Control and Prevention (CDC), Kansas Department of Health and Environment (KDHE), and Saline County Health Department (SCHD) about the nature and spread of communicable diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

**Procedures:** **A. Preventing the Spread of Infection in the Workplace**

The College will strive to maintain a clean workplace, during times of peak flu/virus season extra focus will be placed on ensuring the proper cleaning of objects and areas that are frequently used, such as:

- bathrooms, breakrooms, conference rooms, door handles, railings, drinking fountains, college vehicles, or other areas that are frequently used.

Administration will monitor and coordinate events around a communicable disease outbreak with guidance from local, regional, or state health officials.

The College expects all employees, students, and guests to cooperate in taking steps to reduce the transmission of communicable disease in the workplace. The best strategy remains the most obvious:

- frequent hand washing with soapy water (for 20 seconds)
- covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets
- use at least 60% alcohol-based hand sanitizers
- ensure social distancing (**see Section E below**)
- employees should not report to work, and students should not attend classes while they are ill and/or running a fever

The College will place additional sanitizing stations throughout the workplace and in common areas. The College provide tissues, disinfecting wipes and/or sanitizer in college vehicles, offices and classrooms.



Normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during a communicable disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about an alternative work schedule.

### **B. Limiting Travel**

Employees who travel as an essential part of their job should consult with their supervisor on appropriate actions. Employees should avoid crowded public transportation when possible.

### **C. Medical Information**

If employees are out sick or show symptoms of being ill, it may become necessary to request information from an employee and/or health care provider. If an employee tests positive for a communicable disease, the College may request medical information to confirm the employee's need to be absent, to show whether and how an absence relates to the outbreak, and to know that it is appropriate for an employee to return to work. As always, the College expects and appreciates employee cooperation if and when medical information is sought.

The College will treat any medical information as a confidential record. Any disclosure of medical information is limited to supervisors, human resources, first aid and safety personnel, and government officials as required by law.

### **D. College Response to an outbreak**

Saline County Health Department, or another governmental agency, is the agency that determines if an outbreak has occurred. If the College is informed of an outbreak that affects the College service area, the Administration will notify employees and students by email, Canvas, social media and other media outlets.

1. The President will make the decision and communicate if the College will have any restricted access
2. The College will ensure all areas are thoroughly disinfected
3. Employees who chose to extend leave time beyond any College closure will need to use sick, vacation or personal leave time

### **E. Social Distancing Guidelines for Workplace Communicable Disease Outbreaks**

In the event of a communicable disease outbreak, the College may implement social distancing guidelines to minimize the spread of the disease among employees, students, and guests. This may include reduction in class size and rescheduling of classes.

### **During the workday**

Employees and students are requested to:



1. Limit meeting face-to-face. Employees are encouraged to use telephone, online conferencing, email to conduct business as much as possible, even when located in the same building
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and increase the distance from each person if possible; avoid person-to-person contact such as shaking hands
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions
4. Do not congregate in work rooms, copier rooms, lounges or other areas where socializing takes place
5. Wear Personal Protective Equipment (PPE)

### **Outside activities**

Employees and students are encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees or students might come into contact with contagious people

### **F. Personal Protective Equipment (PPE)**

Personal Protective Equipment is used to protect against hazards in the environment. The College will provide any required PPE during a communicable disease outbreak.

In order to voluntarily wear a face mask with a respirator an employee must:

- Notify their supervisor or the Human Resources Coordinator prior to wearing the mask
- The Human Resources Coordinator will provide the employee with a copy of OSHA's Respiratory Protection Standard Appendix D form and a link to the video on voluntary use of respirators

**Contact:** Human Resources

**Related:**

**Adopted:** May 22, 2020

**Updated:**