



<b>Administrative Procedure</b>	<b>7.3.14</b>
<b>Procedure Title</b>	<b>Communicable Diseases</b>
<b>Related Policy</b>	<b>Policy Governance Chapter II Section C Treatment of Staff</b>
<b>Correlated Procedures</b>	
<b>Adopted Date</b>	<b>05/02/89</b>

The college shall not cause dismissal, discriminate against an employee in any manner nor deny access to college facilities, functions, or services based solely on the grounds that they have a communicable disease. The college recognizes that it has an obligation to prevent the spread of communicable diseases and therefore may be required to impose certain restrictions in appropriate situations.

#### 7.8.2 Definition of Communicable Disease

Communicable diseases include, but are not limited to, measles, infectious hepatitis, serum hepatitis, human immunodeficiency virus, acquired immune deficiency syndrome (AIDS), AIDS-related complex, sexually transmitted diseases (STD's), and tuberculosis. A more complete listing of communicable diseases covered under this policy will be maintained by the college.

#### 7.8.3 Privacy

The college shall comply with all pertinent statutes and regulations which protect the privacy of employees who have a communicable disease, and will ensure that procedural safeguards are sufficient to maintain employee medical information in the strictest confidence. Written consent shall be obtained from the employee specifying those persons with a direct need to know, before any medical information can be released.

#### 7.8.4 Responsibility to Inform

Employees who have been diagnosed as having a communicable disease shall immediately report this information to their supervisor.

#### 7.8.5 Evaluation

If there is reasonable cause to suspect the presence of a communicable disease, a supervisor may approach the employee with this information and offer counseling and assistance.



Infected employees will be evaluated to determine if the presence of the disease poses a threat of transmission to others in the campus environment, taking into consideration the employee's job description, knowledge of the transmission of the disease, understanding of the need to medically care for the disease, personal hygiene, and avoidance of high risk behavior.

Every reasonable attempt will be made to protect the employee's right to work through job reassignment, job modification or reorganization and providing special equipment where functionally and economically feasible. The employee, at their own expense, will be required to submit a health certificate to the college when requested, for as long as the disease remains.

Communicable disease procedures will be developed and maintained by the college.

#### 7.8.6 Right of Appeal

The employee may contest college-imposed restrictions or other applicable grievance policy that has been established by the college.

#### 7.8.7 Education

The college recognizes education is essential to reduce the spread of infectious communicable diseases, lessen fears, and make rational and well-informed decisions. The college shall endeavor to provide information to college personnel about high-risk diseases, especially sexually transmitted diseases, by one or more of the following means: disseminating fliers, conducting workshops, providing counseling services, and referring to outside medical authorities.

- A. Employees who have been medically diagnosed as having a communicable disease shall immediately report this information to their supervisor.
- B. Alternatively, if there is reasonable cause to suspect the presence of a communicable disease, the supervisor may approach the employee with this information and arrange for them an appointment with a qualified medical doctor licensed in Wyoming, at the employee's expense.
- C. After the initial contact and before specific confidential medical information is discussed, the employee shall be informed of the following:
  1. The President of the college will be notified and kept apprised on all details pertaining to the case.
  2. In certain instances, it may be necessary to notify or designate other college officials so that specific arrangements can be made to accommodate or assist the employee. However, the employee must give written permission before such



medical details may be released (see subpart 3). To further protect the employee, the release form shall indicate who is to receive the information and what information will be released.

3. At the option of the employee, a code number shall be assigned to the case, and shall be used in lieu of the employee's name should it be necessary to share details of the case with other college community members. Information will only be given on a need to know basis.
  4. If the employee disagrees with any actions taken by the college as a result of the communicable disease notification, the employee has the right to file a grievance in accordance with the existing college grievance procedure.
- D. With the employee's assistance, the supervisor or designee will obtain medical information from the employee's physician (at the employee's expense), and formulate appropriate recommendations, based on medical advice. If a second medical opinion is needed, the college will bear the expense.
- E. If these recommendations restrict employee participation in job duties, college classes, or other activities, or otherwise affect the employee in an adverse manner, the final decision must be made by the college president.
- F. Based on the medical information submitted, one or more periodic follow-up meetings with the supervisor or designee will be scheduled for the purpose of reviewing the employee's medical progress and making recommendations to remove any restrictions previously imposed.
- G. Preventive and General Procedures
1. As a result of an accident or injury on campus, blood or bodily fluids emanating from any person should be treated cautiously. Gloves should be worn when cleaning up spills and the area should be disinfected with a 10% bleach solution or an approved cleansing solution.
  2. Contractors operating on campus, such as food service or lawn care contractors shall be expected to follow the college communicable disease policies and procedures.
  3. Employees who refuse to work with students or employees who have a communicable disease will be counseled to allay any fears. If the employee still refuses, the employee may be transferred if a position is available, or terminated within the established policies and procedures.
  4. No individual or group within the college community shall expose others to bodily fluids by initiations, rituals, or hazing activities. Any student or employee who has been diagnosed as having a communicable disease will not knowingly or



willingly engage in conduct which involves the risk of transmission of bodily fluids (e.g. fighting, biting, sexual contact, etc.). Violations of this procedure may warrant disciplinary actions.

5. College employees and students should wear rubber gloves, masks, and eye protection while handling open wounds and lesions. Bandages, syringes, and needles should be properly disposed of according to current procedures in force.
6. The Physical Plant Department will be responsible for rendering the campus environment as safe from contagion as professionally possible.