



Idaho State University

POLICIES AND PROCEDURES

Communicable Disease

ISUPP 5020

POLICY INFORMATION

Policy Section: *Governance/Legal*

Policy Title: *Communicable Disease*

Responsible Executive (RE): *Vice President for Health Sciences*

Sponsoring Organization (SO): *University Health Center*

Dates: Effective Date: *April 27, 2015*

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I. INTRODUCTION

Idaho State University (ISU or University) is committed, insofar as possible, to provide a working and educational environment free of health hazards to its Students, Faculty, Staff, Campus Residents, as well as visitors.

II. DEFINITIONS

- A. **Campus Resident:** any person living in campus housing, including dependent(s) of a Campus Resident.
- B. **Communicable Disease:** Communicable Diseases covered by this policy are those that may significantly threaten the health of the University community including, but not limited to COVID-19, Hepatitis A, Pandemic Influenza, Meningitis (viral and bacterial), Rubella, Mumps, Rubeola, Smallpox, Pertussis, cholera, diphtheria, norovirus, Tuberculosis, Novel viruses, or others specifically identified by the Vice President for Health Sciences.
- C. **Contact Tracing:** A process that involves identifying an individual who has a Communicable Disease and exposed contacts, then working with those individuals and previous contacts to interrupt disease transmission.

- D. **Epidemic:** The occurrence of more cases of disease than expected in a given area or among a specific group of people over a particular period of time.
- E. **Face Covering:** Reusable, clean covering or single-use disposable covering that covers the nose and mouth and which is closed at the bottom. The University may adopt specific Face Covering guidelines to ensure efficacy of disease prevention efforts.
- F. **Faculty:** a person who is responsible for the teaching of a class or laboratory or other instruction. These terms include professors regardless of rank, instructional staff, graduate assistants, visiting lecturers, and adjunct or visiting faculty.
- G. **Health Care Provider:** a physician, nurse practitioner, or physician's assistant.
- H. **Isolate/Isolation or Quarantine:** sequestration of an individual from contact with the University community in order to prevent spread of a Communicable Disease.
- I. **Outbreak:** the sudden rise in the incidence of a disease, especially a harmful one.
- J. **Pandemic:** a very extensive Epidemic that is prevalent in a country, continent, or the world.
- K. **Personal Protective Equipment (PPE):** specialized clothing or equipment, worn by an individual for protection against infectious materials. The University may adopt specific guidelines requiring the use of certain types of PPE for certain activities to support the efficacy of disease prevention efforts.
- L. **Physical Distancing:** A public health practice used to prevent the spread of a Communicable Disease that includes maintaining a recommended distance from other individuals. The University may adopt specific Physical Distancing guidelines to support the efficacy of disease prevention efforts.
- M. **Staff:** an employee whose principal appointments are other than Faculty.
- N. **Student:** Includes all persons registered for courses at the University, either full-time or part-time, online or in-person, pursuing undergraduate, or professional studies, whether degree or non-degree seeking and continuing education classes or special programs.
- O. **University Health Center:** The campus unit under the direction of the Vice President for Health Sciences and the University Medical Director responsible for responding to an Epidemic, Pandemic, or Outbreak of a Communicable Disease. The Vice President for Health Sciences, in consultation with the Office of the President, may also designate committees or working groups to assist the University Health Center in the response to a Communicable Disease if an Outbreak is prolonged; as such any such working group or committee may perform certain roles of the University Health Center as described herein.

III. POLICY STATEMENT

It is the policy of ISU to safeguard the welfare of Students, Faculty, Staff, and Campus Residents while maintaining the operations of the University in an effective and efficient manner in the event a member of the University community has a Communicable Disease.

ISU will address issues involving Communicable Diseases in a sensitive and responsible manner, with concern for the rights and welfare of Students, Faculty, and Staff. The confidentiality of information regarding any individuals with a Communicable Disease will be respected. All medical records and the patient information contained therein will be handled in accordance with applicable law, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). However, Idaho law requires medical care providers to notify public health officials of any disease on the Idaho Reportable Disease List as set forth in IDAPA 16.02.10. ISU will disclose sensitive medical information no further than is necessary to ensure the health and safety of all members of the ISU community, and in a manner consistent with applicable law.

ISU will not unlawfully discriminate in policy or practice, including admissions and employment policies, against individuals who have, or are considered to be at risk for, Communicable Diseases. Discrimination against and/or harassment of Students, Faculty, or Staff may result in disciplinary action.

As long as evidence supports, with reasonable medical certainty, that a particular disease is not communicable by contact normally found in the workplace, classroom, or ISU owned facility, the workplace, classroom, or ISU owned facility will not be considered hazardous as a result of the presence of an affected Faculty member, Staff member, or Student.

IV. AUTHORITY AND RESPONSIBILITIES

In the case of a public health emergency, ISU will adhere to any orders of the State of Idaho or local or national health agencies, such as the Centers for Disease Control (CDC) to prevent transmission of a Communicable Disease. The University President has the authority to make emergency closing decisions that he or she deems appropriate.

The Vice President for Health Sciences, or designee, in coordination with the Medical Director of the University Health Center is responsible for tracking Epidemics, Pandemics, and Outbreaks of significant Communicable Diseases that are noted anywhere in the world.

The Vice President for Health Sciences in coordination with the Office of the President is the University lead on all health matters as it relates to Students, Faculty, Staff, and Campus Residents, including Communicable Diseases. After receiving a report of a Communicable Disease, the Vice

President for Health Sciences, or designee, will initiate an investigation to determine the validity of the information. If the report is verifiable and it is determined that the Communicable Disease poses a threat to the health of the University community, the Vice President for Health Sciences, or designee, shall convey the necessary information to the University Administrative Council. The Vice President for Health Sciences, or designee, will notify the local health department and work with them to provide appropriate diagnostic, prophylactic, and therapeutic measures for the affected individual(s).

During certain Communicable Disease Outbreaks such as an Epidemic or Pandemic, all Students, Faculty, Staff, and with a physical presence on campus may be required to undergo mandatory health screenings and/or health status reporting on a regular basis. Such provisions will be implemented upon direction from the Vice President for Health Sciences in coordination with the Office of the President or their designee(s) and in accordance with medical guidance including recommendations from federal, state, and local public health authorities.

Individuals who know or have reason to believe they are infected or have had exposure to a Communicable Disease shall observe all recommended prevention and mitigation strategies and conduct themselves in ways that minimize the exposure to protect themselves and others.

A. Faculty and Staff

1. Must notify their supervisor as soon as reasonably practicable whenever they will be absent from work due to illness;
2. Are encouraged to refrain from self-diagnoses and seek professional medical attention, counseling, and education;
3. Should indicate to their supervisor if the illness or exposure has been diagnosed as being a Communicable Disease;
4. May be required to present a Health Care Provider's note releasing them to return to work.
5. Must follow all interim safety measures and guidance issued by the University, absent a legally-valid medical or religious exemption, to stop or slow the progression of a Communicable Disease, which may include but is not limited to: Quarantine or Isolation orders, Physical Distancing requirements, Face Covering requirements, telecommuting arrangements, participating in Contact Tracing, screening or testing efforts, and any other public health recommendations promulgated by the University.

B. Students

1. Are responsible for their health (and their dependent(s) health, if living on campus), and for seeking medical attention when ill;

2. Are encouraged to refrain from self-diagnoses and to seek professional medical attention, counseling, and education from the University Health Center;
3. Must request their Health Care Provider (if other than the University Health Center) to immediately notify the University Health Center if they or their dependent, if living on campus, is diagnosed with a Communicable Disease;
4. Are responsible for notifying professors of the need to miss class and make up their work as appropriate.
5. Must follow all interim safety measures and guidance issued by the University, absent a legally-valid medical or religious exemption, to stop or slow the progression of a Communicable Disease, which may include but is not limited to: Quarantine or Isolation orders, Physical Distancing requirements, Face Covering requirements, telecommuting arrangements, participating in Contact Tracing or screening efforts, and any other public health recommendations promulgated by the University.

Students, Faculty, Staff, and Campus Residents who know they are infected with a Communicable Disease should share that information with the University Health Center so the University can assist in the appropriate response to their health and employment or educational needs and can recommend any reasonable accommodations as necessary.

Any Faculty, Staff, Student, prospective Student, volunteer, or visitor who knowingly arrives from a country for which the CDC has issued a Travel Health Notice; Warning Level 3 must contact the University Health Center for medical clearance before being allowed on campus to live in student housing, attend classes, work, or participate in other campus activities.

V. PROCEDURES TO IMPLEMENT

A. Students with Communicable Diseases

1. A Student who has a confirmed Communicable Disease must promptly report that information the University Health Center for health and safety of the University community. The student may be expected to remain off campus or, for students residing in university housing, remain in isolation until the risk of infecting others has ended and he/she has been released to physically return to campus by his/her Health Care Provider or the University Health Center.
2. When the University Health Center is notified that a Student may have a Communicable Disease, the Vice President for Student Affairs, or designee, will be notified.
3. As medically indicated, the University Health Center or medical affiliates, may examine the Student suspected of having a Communicable Disease and determine appropriate

care based upon current medical science. The University Health Center will work with the Idaho Department of Health and Welfare or local health department and officials at ISU to acquire a list of possible persons at risk for that Communicable Disease.

4. The University Health Center shall determine if the Student or Campus Resident should be Isolated, Quarantined, return home, be sheltered in place on campus, or be transferred to the hospital. The Vice President for Student Affairs shall coordinate non-medical services needed for a Student who is sheltered in place while maintaining confidentiality to the extent possible. The University President shall be informed and determine what information, if any, is released publicly.
5. Before a Student or a Campus Resident can be discharged from Isolation or Quarantine and return to normal activity, no matter where he or she is convalescing, the University Health Center will confirm the Student or Campus Resident is no longer infectious to others and that he/she presents an acceptable risk to the university community, or provide specific guidance to the Student regarding their resuming normal activities.

B. Employees with Communicable Diseases

1. An employee who has a confirmed Communicable Disease must promptly report that information to his/her immediate supervisor and/or to the Director of Human Resources for the health and safety of the University community. The employee is expected to remain off campus until the risk of infecting others has ended and he/she has been released to physically return to campus by his/her Health Care Provider.
2. When the employee reports the confirmed Communicable Disease to his/her supervisor, the supervisor must report the information to the Director of Human Resources, who shall inform the University Health Center.
 - a. If the University Health Center has concern regarding an employee's release to work statement by his/her Health Care Provider or the employee's physical return to campus, ISU reserves the right to require the employee to be seen for a second opinion by a Health Care Provider of the University Health Center's choosing. If a second opinion is required, ISU will pay the expense.

C. Visitors, Guests, and Affiliates with Communicable Diseases

1. All visitors, guests, vendors, contractors, and affiliates with a physical presence on campus are required to comply with all health and safety guidelines as established by the University, and may be subject to any of the requirements as outlined in section V.D.

- D. Students, Faculty, Staff, University departments or units may be required to comply with any or all of the following public health measures to stop or slow the progression of a

Communicable Disease. Any medical or religious exemption request to these measures must be made in accordance with University procedure and applicable law. When the following measures are required, the University will strive to provide flexibility whenever reasonably practical to Student, Faculty and Staff to further academic and professional pursuits. Possible actions during a Communicable Disease Outbreak, Epidemic, or Pandemic include:

1. Abiding by Physical Distancing guidance including:
 - a. Reducing face-to-face exposure by using conference calls and video conferencing;
 - b. Avoiding unnecessary travel;
 - c. Canceling classes, meetings, workshops, training sessions, and scheduled events;
 - d. Requiring Faculty or Staff to work from remotely and Students to do classwork remotely;
 - e. Installing protective barriers between work stations or increasing space between workers;
2. Reinforcing hand washing and use of hand sanitizer;
3. Requiring the use of Personal Protective Equipment, Face-Coverings, or other safety equipment;
4. Controlling access to buildings;
5. Participating in Contact Tracing efforts in a prompt and efficient manner;
6. Participating in screening or testing efforts in a prompt and efficient manner;
7. Requiring asymptomatic individuals traveling to affected countries/regions not to return to work until an appropriate quarantine period has passed after returning home;
8. Requiring departments to consolidate Personal Protective Equipment and safety supplies in a central inventory for University or community health care personnel;
9. Requiring Students, Faculty, or Staff to remain off ISU campuses until cleared for return;
10. Requiring individuals with a Communicable Disease who are not Students, Faculty, or Staff to remain off ISU campuses;
11. Requiring Campus Residents to abide by Isolation or Quarantine orders;
12. Avoiding food preparation;
13. Participating in required health and safety training as established by the University;

14. Requiring vaccination and medical treatment of a Communicable Disease for Students, Faculty, Staff, Campus Residents, visitors, guests, and affiliates who have a physical presence on campus;
15. Placing individuals in Isolation or Quarantine to minimize transmission of a Communicable Disease. Students and their families may be contacted as directed by the President;
16. University Closure: If it is necessary to close the University, the President's office may do so under the full knowledge and approval of the State Board of Education;
17. Other measures as indicated for specific circumstances.

E. Tuberculosis (TB) Screening

1. All Students, Faculty, Staff, and Campus Residents from countries identified as high TB risk or who have lived in a high TB risk country for more than six (6) months must complete TB screening prior to or upon arrival on an ISU campus.
2. Screening requirements include completion of a screening form (Attachment A) with required documentation attached, AND/OR an in person visit at the University Health Center.
 - a. Screening testing must be performed in the United States or Canada.
 - b. Screening testing must be completed after most recent residence in a high-risk TB country or within the past 12 months, whichever time period is shorter.
 - c. Screening testing will include either a Mantoux skin test documented in millimeters of induration, OR an IGRA TB Test laboratory printout.
 - d. A Chest X-Ray performed in the United States or Canada may be also required in addition. A copy of the original Radiologist read CXR result will be required.
 - e. BCG immunization does not exempt anyone from TB screening and testing.
3. Failure to complete Attachment A and/or an in-person TB screening at the University Health Center, or failure to provide appropriate documentation may result in disenrollment from classes, or unpaid administrative leave.

F. Enforcement and Violations

1. The University cannot practically monitor all interactions among members of the University community. While the University places priority on educating individuals of their responsibilities under this policy, the University may sanction Students or discipline Faculty or Staff who knowingly put others in the University community at risk by failing to disclose that they are infected with a Communicable Disease in which

reporting is required, or who do not follow safety measures and guidance issued by the University required to help slow or stop the progression of a Communicable Disease

a. Violations may result in:

1. Removal from face-to-face classes;
2. Cancellation or modification of University residential facility arrangements;
3. Removal from campus;
4. Referral to the Office of the Dean of Students for Student violations, which may result in action under the Student Code of Conduct (ISUPP 5000);
5. Referral to the Provost's Office for Faculty or Human Resources for other employee violations, which may result in discipline, up to and including dismissal from employment.

G. Awareness Campaigns

1. The Vice President for Health Sciences, or designee, Vice President for Student Affairs, and Human Resources shall work together to oversee University awareness regarding this policy. Awareness shall include, but not be limited to:
 - a. Posting the policy in the Policies and Procedures;
 - b. Training for those with responsibility for implementing this policy;
 - c. Displaying and/or distributing posters, fliers, brochures, or other printed media with information on how to protect oneself and others from Communicable Diseases.

VI. RELATED INFORMATION

A. Idaho Reportable Disease List: IDAPA.16.02.10

B. Centers for Disease Control and Prevention: <http://www.cdc.gov>

C. Tuberculosis (TB) Screening Questionnaire:

<https://www.isu.edu/media/libraries/health-center/TB-Screening-Form-ISU.pdf>