

Communicable Disease Policy – BYU-Idaho

PURPOSE:

The purpose of this policy is to:

- Safeguard the welfare of students, staff and visitors.
- Maintain the operations of the university in an effective and efficient manner.
- Inform and advise the university community.
- Establish operating procedures appropriate to all constituents of the university community.

SCOPE:

Communicable diseases may be a potential health problem for the university community. As with any community, students studying and functioning in close proximity to one another are susceptible to communicable diseases. This Policy is implemented for communicable diseases commonly found in the college population and which can be transmitted by air, object, or through casual contact. Examples of these communicable diseases are:

Rubella - 3-day measles
Rubeola - 9-day measles
Varicella – Chicken Pox
Influenza

Hepatitis A
Meningitis - viral and bacterial
Tuberculosis (TB)
Mononucleosis

The scope of this policy shall also apply to other communicable diseases that pose risks similar to the diseases not listed above and which could put the university community at risk.

Excluded from this policy are communicable diseases that fall under the designation of a bloodborne pathogen. These issues are addressed in the University Bloodborne Pathogen policy and program.

OBJECTIVE:

The objectives of the Communicable Disease Policy are to:

- Define communicable disease as far as this policy is concerned.
- Establish a uniform procedure should an outbreak of a communicable disease occur on the BYU-I campus.
- Identify individual and group responsibilities in the presence of a reported communicable disease outbreak.
- Recommend a system of education and information dissemination for the university community regarding communicable diseases, prevention and care.
- Establish a committee to investigate specific measures to minimize the exposure of susceptible individuals to contagious persons.
- Establish a protocol for shutting down the university when necessary.
- Establish a protocol for establishing an isolation area on campus when necessary.

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- Coordinate emergency care with Madison Memorial Hospital, District Seven Health Center, as well as other medical facilities to ensure care of students, faculty and staff, when necessary.

DEFINITIONS:

The following definitions pertain to this policy:

Communicable Disease – (for the purpose of this policy and procedure statement) = an infectious disease that is spread from person-to-person through casual contact or respiratory droplet, to include, but not restricted to those listed in the Scope above.

A communicable disease may be transmitted directly from one body to another without the aide of other objects, e.g., kissing, droplet spray from sneezing, coughing, spitting, singing or talking. It may be transmitted indirectly when an object transmits the organism. Objects of transmission may be clothing, linens, utensils, food, water, milk, air, soil or insects.

Communicable Period – The communicable period is that period of time or times during which the infectious agent may be transferred directly or indirectly from an infected person to another person.

Infection is defined as invasion and multiplication of microorganisms in body tissue.

Reverse Quarantine (AKA Shelter in Place) means that you stay inside your residence unless you absolutely need to venture out. If you have to leave the residence for any reason, you will be required to wear a mask (N95, surgical) at all times when around the general public.

Signs & Symptoms are things you look for giving an indication that something is wrong. For example:

1. Ill with a fever of 100 °F or above over the past 24 hours or more.
2. Experiencing any deep cough that is productive or dry. (A dry cough can still spread influenza.)
3. Unusually tired
4. Sore Throat
5. Body Aches
6. Congestion

Standard Precautions (Universal Precautions) are defined as a set of standard procedures required to achieve a basic level of infection control. (i.e. face mask, hand washing, gloves, tissues, etc.)

POLICY:

It is the policy of the university to safeguard the welfare of students and employees while maintaining the operations of the university in an effective and efficient manner in the event of a confirmed communicable disease outbreak, as far as it is reasonably possible. The university shall establish operating procedures appropriate to all constituents of the university community and inform and advise the university

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community about procedures for dealing with communicable diseases, while complying with state and federal laws regarding both privacy and disease reporting.

RESPONSIBILITIES:

The responsibility for coordination of the implementation of the Communicable Disease policy may be shared among the following groups, under the direction of the Student Health Center Medical Director:

Presidents Council	University Safety Office
Student Health Center	University Security/Police Department
Personnel Services	Public Relations Office
University Housing Office	BYU-Idaho Stakes and Wards
University Food Services	Others as needed
Physical Facilities – (Manager of Buildings / Ground Services)	

It is the responsibility of certified and licensed health officials, external to the university, to provide a confirmed diagnosis to the Student Health Center Medical Director when a university student or employee is known to have a confirmed diagnosis of a communicable disease.

The Student Health Center Director shall notify the Vice President for Student Life, who shall in turn notify the President and the Presidents Council when a communicable disease threatens the university community. The Student Health Center Medical Director will be responsible for reporting the specifics of the confirmed communicable disease(s) to the appropriate public health agencies when required.

When deemed appropriate by the Presidents Council, it will be the responsibility of the Office of Public Relations to announce that an epidemic/pandemic of a communicable disease has been confirmed, and to state the related facts that serve to inform and protect the university community.

The University Safety Office Director will maintain the policy, updating as necessary to reflect current medical, scientific, and legal evidence; disseminate the policy to all responsible parties; participate in an expert panel as assigned by the Presidents Council; work with the Medical Director to provide appropriate training of the procedures regarding this policy; and, assist the Student Health Center in other areas as requested.

The Food Services Director will be responsible to coordinate food supply resources sufficient to sustain the university community for at least 9 days. This should provide sufficient time for other agencies to provide the university with food stuffs in the event of a disruption of normal deliveries due to a pandemic or like emergency.

All responsible parties will maintain the confidentiality of the infected individual(s) to the greatest extent possible.

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PROCEDURES:

Procedures for treating currently enrolled students with communicable diseases confirmed at an alarming rate and/or high morbidity:

1. Student Health Center staff shall examine students suspected of having a communicable disease and determine appropriate medical care based upon confirmed diagnosis. They will also acquire a list of possible persons infected by this individual. Those who may have been infected will be examined for possible signs of the disease and receive treatment if necessary, as outlined herein.
2. If a student has been diagnosed as having a communicable disease by the Student Health Center staff or other medical agency, the diagnosing physician shall determine if the student should return home, be housed on campus or be transferred to the hospital (if room is available).

If the student is unable to go home or there is not room at the hospital, the Student Health Center will work with the Director of Housing (or his/her designee) to make provisions to isolate the student on campus, if necessary. While arrangements are being made about location of isolation, the student shall remain in observation at the Student Health Center. Personal protective equipment will be issued to the student and room mates, along with instructions for use, to help limit contamination to others.

The options of returning the student home or keeping the student in isolation on campus, are intended to prevent the spread of the communicable disease. The preferred practice shall be to return the student to his/her home of record, if at all possible. If the student resides off campus, arrangements should be attempted to get the student transported to his/her home of record for continued care and convalescence.

If a student resides off campus and is unable to return to their home of record, yet must remain isolated, the Student Health Center and the University Safety Office will attempt to assist the student with sheltering in place, as is possible.

The university will not assume any financial responsibility for housing in off-campus locations.

3. In the event that a student, or students, with a communicable disease must remain in isolation on campus, the Student Health Center Medical Director, or his/her designee, shall, in consultation with the Vice President for Student Life, determine the extent of the involvement of the other major university offices in the management of the communicable disease. This decision will be based upon the Director and Vice President's evaluations of the risk to the university community.

The university departments that may be included in the decision are: Housing Office, Physical Facilities, Custodial, University Safety, Public Relations, Food Services, and Personnel. The directors of each of these offices shall be contacted.

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Together they shall implement plans to care for the infected student(s) and to maintain a safe and orderly campus environment.

- a. The Director of University Housing shall announce the location in which the student is convalescing to all appropriate parties within the Housing Office, as is necessary. The Housing Office shall advise its staff of procedures to be used in communication with the infected student and in serving the residential needs of the infected student with the assistance of the Student Health Center.
- b. The Director of Food Services shall be responsible for coordinating any outside food for the infected student during the convalescent period in isolation on university property.
- c. The Buildings Services Manager shall arrange for routine and special custodial services for the area in which the student is convalescing, if necessary. He/she shall be responsible for informing all custodial staff who are assigned to the isolation area of the diagnosis and mode of transmission of the disease. The Buildings Services Manager, with the assistance of Student Health Center and/or the Safety Department, shall train the custodial staff on the recommended methods of self-protection that should be used in carrying out routine and special custodial services.
- d. The Physical Facilities Director shall, with the assistance of the Student Health Center and/or the Safety Department, inform maintenance and trades persons who are assigned, or may be assigned, to the area in which the infected person is convalescing, and of the recommended methods of self-protection should maintenance and trades persons need to come in close proximity with the infected person(s).
- e. The Director of University Security/Police shall, with the assistance of the Student Health Center and/or the Safety Department, inform the police officers that a person with a communicable disease is convalescing on campus. The director shall provide the police officers with information about the disease, the location where the student is convalescing, and the recommended methods of self-protection should the campus police need to come in close proximity of the infected person(s).
- f. The Vice President of Academics shall be responsible for notifying the necessary academic faculty and staff of the incident.
- g. The Public Relations Office shall prepare appropriate news releases and coordinate public relations inquiries. All public and press inquiries are to be referred to this office.
- h. The Personnel Office shall be responsible for mediating any labor-relations issues that may arise as a result of the university's caring for a person with a

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communicable disease. In all cases, the Presidents Council shall inform the Director of Personnel of their decision relative to Item #3 above.

- i. The Safety Office shall assist the Health Center in any part of the emergency as requested. They will provide training to assisting personnel as to personal protection.
4. Before a student is discharged from isolation and before returning to classes at the university, he/she must be examined by a Student Health Center staff physician.

When a student convalesces at home, he/she shall visit the Student Health Center and provide a statement of non-communicability from his/her family physician, or the staff physician, before returning to campus activity.

Students being isolated on campus or in the local community shall be informed at the time of their isolation about the procedures for returning to campus activities and/or requesting assistance with campus needs.

A physician shall certify that the student is no longer infectious to others and that he/she presents no risk to the university community. The Student Health Center Director shall notify appropriate parties that the student has been released from care and may return to full campus activity.

Procedures in the event the University is forced to close and/or send students home:

1. If it is necessary to close the university due to emergency situation, such as a major epidemic or pandemic in the school, the Presidents Council will do so under the full knowledge and approval of the Board of Directors.
2. There may be situations where it will be necessary to send students home due to sickness or other emergency. The university may or may not be closed at that time.

Under both situations mentioned above, the following procedures will be followed:

- a. All faculty and staff that are available will be utilized to contact the students and their families to arrange for their return home. The situation will be explained to them at that time.
- b. In some cases, personal protective equipment will be given them to assist in a safe journey (i.e. N95 mask) along with instructions for proper use.

Procedures for managing university employees with communicable diseases:

1. It is the responsibility of an employee who has a confirmed communicable disease to report that information to their immediate supervisor 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.

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2. Any employee who has a communicable disease, and reports off sick as a result of the disease 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.
 - a. The employee's supervisor shall report the incident to the Office of Personnel. The office of Personnel shall inform the Director of the Student Health Center. The Director, in consultation with the Vice President for Student Life shall determine the extent of the involvement of other major university offices in the management of the communicable disease. This decision will be based upon the Director and Vice President's evaluation of the risk to the university community. Major university offices may include the same as listed above. The directors of these offices shall implement plans to maintain a safe and orderly campus environment.

Procedures for managing an epidemic among participants in university programs, camps or conferences:

1. Responsible adults working with participants enrolled in infant day care, preschool programs or in university sponsored camps or conferences shall contact the Director of the Student Health Center when the occurrence of a communicable disease has been confirmed
2. The Director of the Student Health Center shall consult with the Vice President of Student Life to determine the extent of the involvement of other major university offices in the management of the communicable disease. This decision will be based upon the Director and Vice President's evaluation of the risk to the university community.
3. Prior to returning to the program, the participant shall be required to present a doctor's certificate to the program supervisor, certifying that they are no longer contagious to others and present no risk to the university community. The decision to terminate the program will be made by the program director in consultation with the Student Health Center Director and the appropriate division Vice President.

Procedures for establishing employee awareness about the campus communicable disease policy:

1. The Health Center and the Safety Office shall oversee employee awareness regarding the campus communicable disease policy. Awareness shall include but not be limited to:
 - a. Formal training which provides an overview of the Communicable Disease Policy, complete with a Q & A session.
 - b. Information regarding the location of the written policy and contact information regarding questions related to the policy will be available.

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- c. Posters on protecting yourself against contamination will be posted across campus in strategic locations.
 - d. Updates via the university communications – e-mail system.
2. Information regarding the campus communicable disease policy will be provided on the Safety web site and annually for all other employees via the university's web page and electronic mail communication systems.

Procedures for establishing student awareness regarding the communicable disease policy:

1. The Health Center and the Safety Office shall oversee general university awareness regarding the campus communicable disease policy. Awareness shall include, but not limited to:
 - a. The written campus policy will be available daily via the university safety web page.
 - b. Initial and any follow-up training/instruction will be provided via the University Stakes and Wards. Those not attending University Stakes will receive their training through the Safety Office at designated times and locations.
 - c. The location of the policy on the university web site will be included in the student handbook.
2. The Student Employment Center will oversee student employee awareness regarding the campus communicable disease policy. Awareness shall include, but not be limited to:
 - a. Overview of Communicable Disease Policy during new student employee orientation.
 - b. Information regarding the location of the written policy and contact information regarding questions related to the policy will be available.