



Administration Policy

Policy Title:	Communicable Disease
Policy Number:	LC-1713
Date Adopted:	08/14/2020
Version:	4.0
Review Cycle:	Bi-Annually
Date Last Reviewed:	6/25/2024
Office Responsible:	Human Resources
Reviewing Committee:	Leadership Council
Related Policies:	N/A
Related Laws:	Americans with Disabilities Act (ADA)
Related Code of Regulation:	N/A

Policy Summary:

It shall be the policy of Jackson College to ensure proactive steps are implemented to protect the campus community in the event of a communicable disease outbreak. It is the goal of Jackson College during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Jackson College is committed to communicating information 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.

Policy Scope:

This policy applies to all Jackson College faculty, staff, administrators, students and visitors, during a communicable disease outbreak (<https://www.cdc.gov/outbreaks/index.html>) or active Jackson College Pandemic Alert level.

Policy Statement:

Reporting

In the event that an employee or student contracts a communicable disease, it is the intent of the College to strike a balance between the right of that employee and/or student to continue employment and/or education and the right of other employees and students to be free from the risk of exposure to communicable diseases which may affect their health, safety and/or welfare. When there is someone employed by or attending the College who has a communicable disease, that person will immediately



report this to Human Resources, or Student Services, as appropriate, and/or the appropriate supervisor. Confidentiality and privacy rights will be respected.

Preventing the Spread of Infection

Jackson College will ensure a clean campus, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles, railings, countertops, and tables. Employees will be required to assist with cleaning their office areas in conjunction with the Facilities Department during an outbreak or active Jackson College Pandemic Alert Level. We ask all employees to cooperate in taking steps to reduce the transmission of communicable disease in the workplace. The best strategy remains the most obvious—getting vaccinated, frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets and wearing a face covering. The College has alcohol-based hand sanitizers throughout the workplace and in common areas. Unless otherwise notified, our 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.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. The College provides paid sick time and other benefits to compensate employees who are unable to work due to illness. It is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Individuals who come to campus with symptoms of communicable diseases will be asked to leave.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider as outlined in Employees Sick Leave policy. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, safety personnel, and government officials as required by law.



Physical Distancing Guidelines for Workplace Communicable Disease Outbreaks

In the event of a communicable disease outbreak, Jackson College may implement the following physical distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

1. Meet virtually as deemed appropriate. Employees are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. Minimize the meeting times, choose a large meeting room, and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
08/12/2020	1.0	Initial Release	Executive VP/COO
06/11/2021	2.0	Updates	Executive VP/COO
3/11/2022	3.0	Updates to guidelines	Executive VP/COO
06/25/2024	4.0	Reviewed	HR Director & COO