CP 1-9(a): Infectious Disease Control - Employees

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COLLEGE POLICY CP 1-9(a)

APPROVED: August 10, 2020

EFFECTIVE: August 10, 2020

REVIEWED:

REFERENCES: BP 1-9

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It is the goal of Dawson Community College (DCC) in the event of an infectious disease outbreak to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace. DCC will take proactive steps to protect the workplace during any such time period.

DCC is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

In the event of an infectious disease outbreak, this policy and related procedures replaces and supersedes any other college policies and procedures on the following topics. It is understood that the policies herein are subject to change upon directives from Local, State and Federal agencies.

PREVENTING THE SPREAD OF INFECTION IN THE WORKPLACE

DCC will foster a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. An emergency management team will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also maintain 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 due to an infectious disease outbreak not related to DCC, should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Travel
During periods of an infectious disease outbreak, travel may be restricted.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. During the pendency of an infectious disease outbreak, we encourage employees with symptoms of communicable diseases to stay home. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. Review your collective bargaining agreement or contact the Office of Human Resources for additional information.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms which may include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the CDC recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are symptom free without the use medications. Employees who report to work while ill will be sent home on sick leave in accordance with these health guidelines.

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. In general, the Office of Human Resources will 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 and appreciate 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, first aid and safety personnel, and government officials as required by law.

SOCIAL DISTANCING GUIDELINES FOR WORKPLACE INFECTIOUS DISEASE OUTBREAKS

In the event of an infectious disease outbreak impacting the DCC community, DCC may issue directives implementing social distancing guidelines to minimize the spread of the disease among the staff and students.

During the workday, employees are requested to:
1. Avoid meeting people face-to-face. 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. If a face-to-face meeting is unavoidable, minimize the meeting time, 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.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
5. Purchase "Grab-N-Go" meals from Food Services or bring lunch and eat at your desk or away from others.
6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

<u>PERSONNEL</u>

The President will designate personnel needed to staff emergency operations in the event of a partial or total closure of the college. Personnel may be required to report to the campus or may be designated to work remotely. The college will issue computer equipment as necessary. Personnel who fail to report for duty may be subject to disciplinary action unless documentation is provided to certify the illness of the employee and/or a member of the employee's family.