



## **408 POLICY - Communicable Diseases: Employees**

### **408.1 Statement of Policy**

The purpose of this policy is to establish procedures to be followed when a college employee is infected with a communicable disease. Such diseases include, but are not limited to, hepatitis, meningitis, mumps, HIV/AIDS, whooping cough, measles, diphtheria, chicken pox, tuberculosis, and COVID-19.

The College is committed to providing a working and learning environment free of health hazards for its students and employees. So long as medical evidence supports, with reasonable medical certainty, that a particular disease is not communicable by the casual contact normally found in the workplace or classroom, those areas will not be considered to be hazardous as a result of the presence of an infected student or employee.

The College will comply with all federal and state laws applicable to employees, students, and job applicants with communicable diseases.

As long as an employee (including student employees) with a communicable disease is able to perform job duties satisfactorily and medical evidence indicates that their condition is not a threat to themselves or others, the employee is to be treated consistently with others in the workplace.

When an employee (including student employees) is found to have a communicable disease that may be contagious, they are required to report it to their supervisor. The supervisor should immediately notify the College administration and the Human Resources Office. If appropriate, the administration will follow the guidelines outlined in Policy 431 Emergency Telework.

Discrimination against and/or harassment of the employee may result in disciplinary action.

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Revised October 2018  
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## **408 PROCEDURE - Communicable Diseases: Employees**

### **408.1:1 Statement of Procedure**

An individual with a communicable disease shall be required to inform their immediate supervisor and the Human Resources Office that they have a communicable disease. Failure to do so may cause the employee to be suspended.

### **408.1:2 Criteria to Retain Job Position**

An employee will inform their immediate supervisor if they have been diagnosed as having or have been exposed by an individual testing positive for a communicable disease. It will be the responsibility of that supervisor to inform the administrator within their channel of communication of this situation. The College shall request from the employee, and the employee will provide, medical report(s) to the Human Resources Office. The Human Resources Office and/or Administration will work closely with your immediate supervisor to determine when you are eligible to return to work.

The College reserves the right to request that the employee be examined a second time by a Licensed Healthcare Worker designated by the College. Medical reports or medical evidence will be used to assess each reported illness on a case-by-case basis. Those evaluating each case will include members of the College administration in conjunction with the employee and, if desired, the employee's Licensed Healthcare Worker. A determination will be made, based on reasonable medical judgments given the state of medical knowledge, concerning the nature of the risk, the severity of the risk, and the probability the disease will be transmitted and will cause varying degrees of harm.

Consultation with the United States Department of Health, the State Health Department, the County Health Department, and guidelines as determined by the Centers for Disease Control, Atlanta, Georgia, may be used in making this determination.

If, upon the request of the College, the employee refuses or otherwise fails to provide the medical report(s), the employee will not be allowed to return to work until such time as the medical report(s) are provided and the employee is cleared. The College reserves the right to have a licensed healthcare worker review the medical report(s) if needed. Should the illness or condition persist, an updated medical report shall be provided as often as required by the College.



The employee may be placed on appropriate leave status, allowed to telework, or suspended in accordance with established college policy if it is determined that their continued association poses an unacceptable risk to themselves or to others.

#### **408.1:3 Confidentiality**

The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the employee and others. The number of personnel aware of the employee's condition will be kept at the minimum needed to assure proper care of the students and to detect situations in which the potential for transmission of the disease may increase.

Persons deemed to have a "direct need to know" will be provided with the appropriate information and will be apprised of the requirements of confidentiality. These persons shall not further disclose such information. The Director of Human Resources, with the President's approval, will be responsible for determining who has a "direct need to know".

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