

COMMUNICABLE DISEASE PROCEDURE

Related Board of Trustees Policy: BP 2.6

Approval: May 2012

Revision:

REPORTING OF A COMMUNICABLE DISEASE

- Employees or students who know, or have reasonable basis for belief, that they have a communicable disease are expected to seek expert health advice about their circumstances and are obligated to conduct themselves responsibly to prevent the spread of communicable disease, according to control measures prescribed by the North Carolina Commission for Health Services.
- Any employee who has a communicable disease is encouraged to voluntarily share that information with his/her immediate supervisor or the Human Resources Director so the College can assist in the appropriate response to his/her health and education needs, including reasonable accommodations as entitled by law.

DISCLOSED INFORMATION

- Disclosed information from an employee will be shared only with properly designated College officials, as necessary and on a strictly limited need-to-know basis, unless the individual consents in writing to other releases of the information.

EMPLOYEE ADVOCACY

- The Human Resources Director is responsible for enforcement of privacy and confidential disclosure considerations, and will serve as an advocate for the employee who discloses the information.
- Medical information relating to the employee's condition will be housed in his/her separate medical personnel file and is strictly limited to inspection.

REPORTING OF AN INFECTIOUS DISEASE

- Any employee with an infectious disease that poses a significant risk of transmission and causing harm to others is required to disclose such information to his/her immediate supervisor or the Human Resources Director, so the College can properly respond for the safety of others.
- The employee will submit a Certification of Healthcare Provider form or an Employee Request for Accommodations Form (if the condition is considered a disability by ADA guidelines) to the Human Resources Director verifying the medical information and/or providing any requested reasonable accommodations on the employee's behalf.
- The Human Resources director will disclose the medical information on a need-to-know basis to the appropriate unit vice president to determine what measures, if any, the College should pursue regarding the employee.
- Any additional disclosure of information will be by written consent of the employee only.

College's Responsibility

- The College will not exclude from employment or restrict access to services or facilities to anyone unless it is necessary due to a significant risk to the health or safety of others.
- Decisions involving exclusion or restriction of individuals who have a communicable disease shall be based on reasonable medical judgments and the following:
 - The current state of medical knowledge.
 - The risk of transmission to others.
 - The severity of the potential harm.
 - The symptoms and special circumstances of each individual who has a communicable disease.
 - The careful weighing of the identified risks.
 - The available alternatives to responding to an employee with a communicable disease.
- The College will respond in writing to the employee concerning its decision regarding reasonable accommodation request, restrictions, or exclusions.

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