

## **COMMUNICABLE DISEASE EMERGENCY**

---

*Related Board of Trustees Policy: BP 2.6*

*OPR: President*

*Approved: April 14, 2020*

*Previous Revisions: none*

---

### **COMMUNICABLE DISEASE EMERGENCY**

The College adheres to communicable disease orders of the State or local public health agencies to prevent transmission of a communicable disease during a declared public health emergency. The state health director and local health director are empowered to exercise quarantine and isolation authority (see NCGS 130A-145). In anticipation of state or local public health announcements, the President may close part or all of the College, consulting if practical with state and local public health.

Communicable disease information and response may change rapidly based on guidelines and directives from local, state, and federal agencies. College employees and students and employees should proactively seek timely information and take necessary precautions to maintain their safety and the safety of others during the emergency. Individuals must timely report any indications of communicable disease that might affect the College, employee and students.

### **College Operations During Communicable Disease Outbreak**

During an outbreak, the College will maintain essential business operations and conduct instruction (using modes such as on-line delivery) to the extent practical given the first priority of protecting the health and safety of all employees and students.

**1.** The College President may direct operations and workplace configurations be modified to enhance employee and student safety and to utilize “social distancing” protocols. These include, but are not limited to:

- reducing face-to-face exposure by using conference calls and video conferencing
- avoiding unnecessary travel
- canceling meetings, workshops, training sessions, and scheduled events
- requiring employees to Telework to reduce workplace exposure (see College Procedure 2.2.2)
- establishing flexible working hours to avoid mass transportation, especially during peak hours
- installing protective barriers between work stations or increasing space between workers
- reinforcing hand washing and requiring the use of protective equipment such as hand sanitizers and masks
- scheduling employees in rotating shifts
- controlling access to buildings

**2.** Individuals or groups of employees and students may be directed to remain away from College facilities as a result of:

- Quarantine or isolation of ill, symptomatic, exposed, or potentially exposed person(s) by a Public Health official
- Voluntary self-quarantine, isolation, or hospitalization related to the outbreak, as recommended by a Health Professional
- A determination by the College President that the presence of the person(s) creates an unacceptable health and safety risk to employees and students (see Board Policy 6.2 and College Procedure 6.2.1)

3. The College President may partially or completely close physical facilities pursuant to:

- An order by state, county, or local public officials
- A directive by the State Board of Community Colleges (SBCC) or the Craven Community College Board of Trustees
- A determination by the College President that such closure is in the best interest of the health and safety of employees and students

### **Employee Status During Communicable Disease Outbreak**

During a communicable disease outbreak, the College endeavors, to the maximum extent possible, to continue permanent and temporary (full time and part time) employees in full pay status. Continuation is subject to federal, state, and SBCC policies and limitations and the availability of funding.

Employees that are restricted from performing normal work duties on location during a communicable disease emergency will be:

- Directed to perform work duties via Telework (see College Procedure 2.2.2)
- Re-assigned to duties the employee is qualified for and can perform during the current restrictions
- Placed on Emergency Leave in accordance with federal, state, or SBCC laws or policies enacted during the communicable disease outbreak
- Placed on Administrative Leave, if eligible (see College Procedure 2.2.3)
- Offered a combination of the foregoing work and leave alternatives

Employees who are not eligible for Emergency or Administrative Leave, who decline or are unavailable for Telework or re-assignment may use:

- Annual Leave
- Special or Bonus Leave
- Compensatory Time
- Sick Leave
- Unpaid Leave

Employees who are currently taking scheduled leave at the time a communicable disease emergency is declared will remain in the scheduled leave status until the planned end date. Scheduled leaves that have not yet commenced may be cancelled in favor of options in this Procedure if the employee is eligible.

## **Mission-Essential Employees**

The College's Continuity of Operations Plan (COOP) requires a minimal number of employees to continue performing mission-essential functions during a partial or complete College closure. The President will designate those employees, by position, that are "mission-essential" during a communicable disease emergency. This designation should be indicated on the Job Description document. Alternatively, the President may designate positions via memorandum if the "mission-essential" designations are for a specified timeframe. Other employees may be designated as "mission-essential alternates" to perform duties if insufficient primary employees are available. Supervisors will ensure that designated "mission-essential" employees receive appropriate training to perform these responsibilities during an emergency.

"Mission-essential" employees may be required to report to their regular or alternate work location during a College closure to perform those functions outlined in the COOP. Supervisors will identify whether full or part time presence is required to perform these functions, and will limit this presence to the minimum time necessary.

During a communicable disease emergency, "mission-essential" duties may differ from normal duties, to include work assignments and work locations.

Individuals designated as "mission-essential" employees may be subject to disciplinary action for willful failure to report for or remain at work during an emergency (see College Procedure 2.9.1).

## **Emergency Layoff**

An emergency layoff is a temporary employee payroll separation from the College. An emergency layoff may affect individuals, groups of employees, or all College employees. The President may make emergency layoffs as the result of an indefinite College closure, inadequate funding, to comply with federal, state, or SBCC laws or directives, or by Craven Community College Board of Trustees resolution.

During an emergency layoff, employees will:

- Continue participation in the State Health Plan. The College will pay the employer contribution. The College may also pay the employee contribution for the month following the layoff, with the provision that the employees will repay the College for any contribution made on their behalf
- Continue to receive total State service credit during emergency layoff
- Continue to accrue annual and sick leave, to be credited upon returning to work
- Not be allowed to take leave or be paid for leave during the emergency layoff

If a Reduction-In-Force (RIF) (see College Procedure 2.25.1) takes place during the emergency layoff, annual leave accumulated up until the RIF will be paid, as well as all other accumulated annual or bonus leave.

If an employee resigns, retires, dies, is non-renewed, or is terminated during the emergency layoff, all leave accumulated at the time of the layoff will be paid.

Employees may be eligible for North Carolina Employment Security Commission unemployment benefits while on an emergency layoff, and should contact the commission to discuss individual circumstances.