

COMMUNICABLE DISEASE PROTOCOL

Statement of Policy:

Manor College is committed to providing a working and learning environment free of health hazards for its students and employees. The purpose of this policy is to establish procedures to prevent and/or limit the spread of an infectious communicable disease as well as procedures to be followed when a member of its community is infected with a communicable disease. Such diseases include, but are not limited to, influenza, tuberculosis, conjunctivitis, hepatitis, meningitis, mumps, Coronaviruses (e.g. COVID-19), among others.

Scope of Policy:

This policy applies to all employees, independent contractors, third-party vendors, students, patients, and guests.

Administrative Guidelines:

I. Definitions:

A. **Communicable Disease:** A communicable disease is an infectious disease that is spread from person-to-person through casual contact or respiratory droplet exposure. Examples of communicable diseases include:

1. Pandemic Influenza
2. Coronavirus
 - a. Specifically COVID-19
3. Meningococcal meningitis (TB)
4. Measles
5. Mumps
6. Hepatitis A
7. Bioterrorism Event – using a communicable agent
8. Other less serious infectious diseases, such as chicken pox, influenza, and community acquired MRSA skin infections will be handled on a case-by-case basis.

See full list of reportable communicable diseases in Appendix I as stated by the State of Pennsylvania (PENNSYLVANIA STATUTES TITLE 35. HEALTH AND

SAFETY CHAPTER 3. PREVENTION OF SPREAD OF DISEASES
PREVENTION AND CONTROL LAW OF 1955 35 P.S. § 521.1 (2011)

II. Individual Responsibilities

A. Responsibility of the student:

1. Students should see a medical professional immediately if the student suspects that they may have a communicable disease.
2. Students who suspect that they may have a communicable disease must inform Health Services. If the student is unable to contact Health Services, then they must report to the Vice President and Dean of Student Affairs. Resident students shall also inform the Assistant Director of Residence Life (ADRL).
3. Once confirmed of a communicable disease, students are to inform the VP and Dean of Student Affairs.
4. Student should self-quarantine as appropriate. For example, the recommended self-quarantine period for COVID-19 is 14 days.
 - a. Student shall not engage in physical contact with other community members unless cleared by a medical professional or after following the guidelines offered by the local health department, state health agency, and/or the Center for Disease Control (CDC).
 - b. In general, resident students diagnosed with a communicable disease are to self-quarantine in their permanent residence, not the residence hall, for the advised period. (For example: If diagnosed with COVID-19, the student is to self-quarantine for 14 days at their permanent residence).
 - i. If there is space available, a resident student may be permitted to stay in the residence hall during this self-quarantine period.
 - ii. If more than two students on the same resident floor become diagnosed with a communicable disease, the entire floor will be self-quarantined for at least 14 days.
5. If required, student must wear an appropriate face mask on campus.
6. If the illness is documented and considered significant and communicable, the student is eligible to receive a Medical Accommodation or Medical Withdrawal.
 - a. Medical Accommodations request must be filed with the Disability Services Officer (DSO) and follow the procedures for acquiring medical accommodations.
 - b. Medical Withdrawal requests must be filed through the Provost/ Vice President of Academic Affairs Office. Medical documentations must be included. If approved, the documentations will be filed through the Registrar's office. Approved Medical Withdrawals will result in all withdrawn classes receiving a W in the course for the semester.

7. Failure to comply with stated policies will result in referral to Student Code of Conduct for endangering the health and safety of the campus community.
- B. Responsibility of the Employee
1. Employees should see a medical professional immediately if the employee suspects that they may have a communicable disease.
 2. Employees who suspect that they may have a communicable disease must inform their immediate supervisor and Human Resources (HR) Director.
 3. Once confirmed of a communicable disease, employees are to inform their direct supervisors and HR.
 4. Employees shall self-quarantine as appropriate. For example, the recommended self-quarantine period for COVID-19 is 14 days.
 - a. Employees shall not engage in physical contact with other community members unless cleared by a medical professional or after following the guidelines offered by the local health department, state health agency, and/or the Center for Disease Control (CDC).
 5. If required, employee must wear an appropriate face mask on campus.
 6. Employees are to use PTO and may be eligible for short term disability or Family Medical Leave. To determine benefits, please contact HR.
 7. If employee is diagnosed with a communicable disease but able to perform their professional responsibilities, they may be eligible to telework. Employees must contact their immediate supervisor and HR to discuss telework possibilities.
 8. Failure to comply with stated policies will result in referral to Employee Code of Conduct for endangering the health and safety of the campus community.
- C. Responsibility of Third Parties and Guests
1. If a third-party vendor or guests are suspected of having a communicable disease, they are to remove themselves from Manor's campus.
 2. Third parties/guests are to alert the Vice President of Finance and Facilities or Public Safety of an outbreak of a communicable disease among their own employees and contractors.
 3. Third parties/guests shall provide documentation that they are no longer contagious before entering the campus. This must be sent to the public safety office or the Vice President of Finance and Facilities prior to arrival on campus.
- D. General Responsibilities
1. If the CDC, federal, state and/or local government requires all community members to have their temperature checked, all individuals must comply or will be removed from campus.
 2. If the CDC, federal, state, and/or local government requires all community members to be tested, all individuals must comply or will be removed from campus.

3. Any concerns should be addressed to HR and the CDC about the above requirements.

III. College's Responsibility

A. Care & Quarantine of Ill and Exposed Individuals

1. **Ill student:**

- a. Students who are required to temporarily self-quarantine in their own permanent residence are not eligible for room and board reimbursement.
- b. Students who prove that they cannot return home and are approved by the Dean of Students will be provided reasonable accommodations, such as assistance with Culinart to receive meals delivered.
- c. The Disability Services Officer and faculty will provide approved requested accommodations that are reasonable to the ill student.

2. **Ill employees:**

- a. The College shall request from the employee, and the employee will provide, a medical report from a licensed physician which may be reviewed by a physician designated by the College. Medical reports or medical evidence will be used to assess each reported illness on a case-by-case basis.
- b. HR Director and the ill employee's direct supervisor will determine if telework is appropriate for this individual. The employee may be placed on an appropriate leave status or suspended if it is determined that their continued association poses an unacceptable risk to themselves or to the Manor Community.

B. Sanitation:

1. Upon notification of a confirmed serious communicable disease, the Dean of Students or HR will inform the Vice President of Finance and Facilities, who will, in turn, inform Janitorial Services. Janitorial Services will follow established guidelines regarding sanitation efforts. If necessary, external companies will be utilized to meet sanitation needs if the College's current Janitorial Service provided is not equipped or trained to address. Biohazard items will properly be disposed of. The College will make available and encourage frequent use of hand sanitizer solutions when appropriate.

C. Communication & Consultation

1. **Executive Leadership Team (ELT):** This group will be notified in the event of a potential outbreak. ELT will also determine if the potential outbreak is a reportable disease for the Commonwealth of Pennsylvania (as listed on the PA Department of Health government's website <https://www.health.pa.gov/topics/Reporting-Registries/Pages/Reportable-Diseases.aspx>) and as listed on the CDC (as listed on the CDC's website for 2020 <https://www.cdc.gov/nndss/conditions/notifiable/2020/>). A Member of ELT will

be designated at this time to make the report to the Commonwealth and to the CDC (as applicable) in consultation with Campus Health Services.

2. **Student and their family:** The Dean of Students Office will keep in ongoing contact with the student and their family regarding the student's health status, diagnostic confirmation, treatment and quarantine recommendations, and other needs/issues following medical, ethical and legal guidelines related to medical information disclosure (releases will be sought as necessary).
 3. **Employee and their family:** HR will keep in ongoing contact with the employee and their family regarding the employee's health status, diagnostic confirmation, treatment and quarantine recommendations, and other needs/issues following medical, ethical and legal guidelines related to medical information disclosure (releases will be sought as necessary).
 4. **Potentially exposed Manor College community members:** Those individuals exposed to the individual with a serious communicable illness and at reasonable risk for contracting the illness themselves will be notified according to medical, ethical and legal guidelines related to medical information disclosure. The definition of a significant exposure varies by the type of illness. Those at risk for such exposure will be advised of the nature of the illness, potential symptoms, any steps for self-care, and other direction as needed.
 5. **Other College constituents:** The broader College student, faculty, and staff community, the Trustees, parents, and others may be notified if a communicable illness outbreak has broader implications for College community members or the College's well-being. Reasonable efforts will be made to honor the confidentiality of impacted community members.
 6. **Expert medical resources and government agencies:** The following governmental agencies can serve as reporting and consultative resources for the Manor community:
 - a. Montgomery County Health Department
1430 DeKalb Street
PO Box 311
Norristown, PA 19404-0311
Phone: 610-278-5117
Website: <https://www.montcopa.org/513/Health-Department>
 - b. Center for Disease Control
Website: <http://www.cdc.gov/>
 7. **Media:** Office of Marketing Communications will follow the steps necessary while communicating with media.
- D. Operational Considerations**
- Delivery of educational curriculum: Every effort will be made by Manor College to ensure seamless delivery of our educational curriculum while also attending to

reasonable steps to prevent the spread of serious communicable illnesses. Should it be necessary to cancel physical classes for any period of time, our educational programs may be delivered to our students through the following means – conversion of all physical classes to online classes, altering and extending the duration of the traditional term schedule to complete essential instruction in the traditional format, use of distance instructional methods and/or any other reasonable form of curricular delivery the College deems appropriate. No refunds will be issued for tuition, fees, room and board, or any other costs, except as the College may decide, based upon degree and severity of any closure, and/or unless the College is reimbursed by the federal government or another party, e.g. under the CARES Act..

E. Major College-sponsored on-site events with or without the public:

The College will make every effort to maintain contractual and other commitments to implement scheduled major events. In the event of a communicable illness outbreak and it is determined that it is reasonable to proceed with the event, then individuals with the illness (or exposed to it) will be asked to not attend the event and event organizers may use the opportunity to further educate attendees on prevention of the illness. Should the event require postponement or cancellation, reasonable efforts will be pursued to adequately notify those potentially impacted through communication tools available to the College.

F. Programs or Events Involving Travel Away from Campus:

Athletic, service, and other College-related travel will be evaluated to determine if the risk is worth continuing with planned travel based upon health conditions and resources at Manor College, the travel route, and point of destination. Certain means of travel may reduce risk of either exposure or transmission and should be evaluated for safety. The College will not knowingly send students, faculty, staff, or others into areas where the possibility of significant exposure to communicable illness is high. The College will follow the same procedures outlined for events in paragraph III.D. above with or without the public to determine program/event continuation, alteration, or postponement.

G. Essential Personnel:

The Executive Leadership Team (ELT) will make a determination as to what personnel may be deemed “essential” in the event of a prolonged communicable illness crisis. If possible, staff members will be equipped with preventative equipment in order to avoid acquisition of the illness themselves (i.e. masks, gloves, immunizations, hand cleaner, etc.). Possible essential personnel include the following:

1. Public Safety
2. Maintenance
3. Janitorial Services
4. Residence Life

5. Food Services
6. Business Office (Billing/checks/payroll)
7. Human Resources

IV. Violations:

- A. For Students: Failure to comply with the above policy may result in disciplinary action up to and including expulsion from the College.
- B. For employees: Failure to comply with the above policy may result in disciplinary action up to and including termination of employment.

V. Relevant Policies

- A. Social Distancing for Infectious Disease Prevention – HR 0125
- B. Visitor Policy For Infectious Disease Prevention – GP 0114
- C. Student Code of Conduct – SA 0101
- D. Employee Code of Conduct – HR 0101
- E. PTO Policy – HR 0304
- F. Leave of Absence – HR 0307
- G. FMLA – HR 0308