

# POLICY

Authority: [29USC2601 \(Federal FMLA\)](#)  
[RCW 49.78 \(State FMLA\)](#)  
[RCW 49.60 \(WSLAD\)](#)  
[PL110-325 \(ADA\)](#)  
[PL104-191 \(HIPAA\)](#)  
[WAC 246.101.010](#)

Effective Date: **06-24-10 Draft**

Approved By:

Cancels: [POL-U7400.03 Protecting the University Community from SARS](#)

See Also: [POL-U1600.03](#) Accommodating Persons With Disabilities  
[POL-U5410.03](#) Taking Family or Medical Leave  
[POL-U7400.04](#) Pandemic Influenza Policy  
[POL-U5910.17](#) Traveling Outside the United States  
[POL-U1300.01](#) Requiring Proof of Rubeola Measles Immunity

## POL-U1000.12

## REPORTING COMMUNICABLE DISEASES

**This policy applies to all university personnel, including faculty, staff, volunteers, students, prospective students and visitors.**

### Definitions:

**Communicable Disease:** (WAC 246-101-010) A disease caused by an infectious agent which can be transmitted from one person, animal, or object to another person by direct or indirect means including transmission via an intermediate host or vector, food, water, or air. Communicable disease shall include, but not be limited to:

- Chickenpox (varicella)
- Hepatitis
- Human Immunodeficiency Virus (HIV)/Acquired Immunodeficiency Syndrome (AIDS)
- Influenza
- Measles
- Meningitis
- Mumps
- Norovirus (viral gastroenteritis)
- Severe Acute Respiratory Syndrome (SARS)
- Tuberculosis

**Outbreak Notice:** Notification by the Centers for Disease Control (CDC) that an outbreak of a disease is occurring in a particular area. The risk for the individual traveler is felt to be definable and limited because transmission has occurred in defined settings or is associated with specific risk factors. There is no recommendation against non-essential travel to the area. The alert provides advice on precautions to safeguard travelers' health.

**Travel Health Precaution:** Notification by CDC that a disease outbreak of greater scope is occurring in a more widespread geographic area. The risk for the individual traveler is thought to be increased in defined settings or associated with specific risk factors (e.g., transmission in a health-care or hospital setting where ill patients are being cared for). There is no recommendation against

## POLICY

non-essential travel to the area. The alert provides accurate information to travelers and Americans living abroad about the status of the outbreak (e.g., magnitude, scope, and rapidity of spread), specific precautions to reduce their risk for infection, and what to do if they become ill while in the area.

**Travel Health Warning:** Notification by CDC that a disease is occurring in a particular area and a recommendation against non-essential travel to the area. The risk for the traveler is considered to be much higher because of community transmission or inadequate containment. These travel health warnings are updated by CDC.

**Official University Business:** Activities performed by faculty, staff or registered volunteers as directed in order to accomplish university programs or as required by the duties of his or her position or office. Included in this definition are credit and non-credit study abroad and exchange programs and any other travel abroad program that is required, sponsored, organized, funded, endorsed or contracted by the university.

**Medical Director:** Director of Western Washington University's Student Health Center.

**Campus:** Any WWU owned or leased locations, and activities that involve the physical presence of WWU students, faculty or staff and their interactions with others.

### **1. Vice Presidents Ensure Appropriate Administration of Policy**

The Vice President for Student Affairs & Academic Support Services or designee is responsible for the administration of this policy as it pertains to student reporting.

The Vice President for Business and Financial Affairs or designee is responsible for the administration of this policy as it pertains to employee reporting.

A committee comprised of representatives from faculty, staff, administration and students, may be called upon by the Vice President of Student Affairs & Academic Support Services or the Vice President for Business and Financial Affairs or their designees for assistance to address a particular situation.

All vice presidents and the President will take appropriate action to ensure the policy and procedures are followed in their respective areas and are in compliance with state and federal laws.

## POLICY

### **2. Individuals To Inform a University Administrator of a Known or Suspected Communicable Disease**

Persons who know or who have reason to believe that they are infected with a communicable disease have an ethical and legal obligation to conduct themselves in ways that minimize exposure in order to protect themselves and others. Students and employees who know, or have reason to believe, that they have a communicable disease will inform the appropriate university administrator. Students should contact the [Student Health Center](#), the Counseling Center, or the Office of the Vice President for Student Affairs & Academic Support Services. Employees unable to attend work due to a known or suspected communicable disease should contact both their health care provider and report their absence to their supervisor. Employees are encouraged to also contact [Human Resources](#) for guidance regarding disclosure of a communicable disease and for assistance working with their department with any necessary leave or restrictions. Human Resources will notify the Medical Director of any suspected or known communicable diseases.

Individuals traveling for official university business will comply with the Centers for Disease Control (CDC) Travel Health Warnings that have been issued on their website: <http://wwwn.cdc.gov/travel/notices.aspx> for each country outside the U.S. they plan to visit. A link to [POL-U5910.17A](#) (Traveling Outside the United States) is provided on the Travel Authorization form that employees complete prior to travel and is the responsibility of the employee to review.

Any employee, student, prospective student, volunteer or visitor who knowingly arrives from a Travel Health Warning area *must* contact the Medical Director for medical clearance *before* being allowed on campus to attend classes, work or other activities.

### **3. Medical Director has Authority to Ensure the Health and Safety of the Campus Community**

The Medical Director has authority to take appropriate action per the County Health Department and CDC guidelines for screening, diagnosis, and monitoring of WWU employees, students, volunteers or visitors to ensure the health and safety of the campus community.

### **4. Individual May be Restricted from Work, Classes or Other University Access**

Persons with communicable diseases shall not be excluded from enrollment or employment or restricted in their access to university facilities, programs or services unless a medically based judgment, in an individual case, establishes that exclusion or restriction is necessary to ensure the health and safety of the infected individual and/or other members of the university community.

## POLICY

### **5. Individual Must be Medically Cleared Upon Resolution of Symptoms**

In cases involving exclusion or restriction, the individual must be medically cleared upon resolution of symptoms to return to work, classes, or other university access by the Medical Director in cooperation with county health officials, where appropriate. **Exception: If the employee's restriction or exclusion is covered under the Family Medical Leave Act (FMLA), the individual must provide Human Resources with a medical release from their health care provider prior to resuming duties.**

### **6. Disclosure Shall Be Treated By Recipient As Confidential**

Appropriate confidentiality shall be maintained and the name of the individual with a communicable disease should only be disclosed on a need to know basis in accordance with applicable laws, regulations and university policy.

### **7. Responsible Vice President will Provide Essential Information and Resources to Campus Community**

The responsible Vice President will disseminate accurate and objective educational information on the communicable disease to the campus community. The Medical Director will serve as the official spokesperson for the university regarding all communicable disease policy-related decisions.

The Vice President for Student Affairs & Academic Support Services will make appropriate clinical services available for students where possible (including testing and counseling) and will make referrals as necessary to other health-care agencies. In some circumstances, the Student Health Center may provide limited clinical services, testing or vaccinations to faculty and staff if warranted.

The responsible Vice President will make resources available to concerned members of the university community who are in need of emotional and/or social support.

### **8. Division of Student Affairs & Academic Support Services and Human Resources Department Provide Annual Reminders**

On an annual basis, the Division of Student Affairs & Academic Support Services will inform students and the Human Resources Department will inform employees of this policy. The university's Extended Education and Summer Programs will inform clients of their responsibilities on the client agreement form.