

Contagious Disease Procedures:

Tidewater Community College (TCC) is committed to providing a healthy and safe environment for employees and students. The purpose of these procedures is to help prevent the spread of communicable/contagious diseases through measures that focus on safety, prevention and education. TCC will make available to its College community information about the transmission of diseases and precautions that infected persons should take to prevent the spread of disease.

Protocol for Students:

1. Students who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others, must stay home and notify the Campus Dean's Office and/or instructor(s). The Campus Dean and/or instructor will notify the Vice President for Student Affairs.
2. The Campus Deans and Academic Deans have the authority to temporarily remove students from the classroom if they exhibit or report experiencing symptoms of a contagious disease. If students fail to follow the Dean's instructions, they will be considered in violation of the student code of conduct and may be subject to disciplinary action.
3. Before returning to TCC, students who reported having, or have been diagnosed as having a contagious disease must be free of all symptoms of the disease for at least seven (7) days since the date of the first report or diagnosis, or as otherwise recommended by a healthcare provider, the VDH, CDC, or other public health officials. A student who has been diagnosed as having a contagious disease as listed above must present written documentation from his/her treating physician or primary care provider documenting that the individual is medically cleared (i.e., is no longer infectious to others) and able to return to campus as of a specified date. This information must be presented to the Vice President for Student Affairs and the Campus Dean. All records regarding this medical information must remain confidential and be filed separately from all other general student records and/or personnel files.
4. Students are encouraged to stay in touch with faculty regarding class assignments and progress as appropriate. Students are responsible for meeting course attendance standards and requirements. See the TCC Student Handbook for Attendance Standards and Withdrawal Under Mitigating Circumstances.

Protocol for Employees:

1. Employees who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others must notify their supervisor and the college's Office of Human Resources.
2. Before returning to TCC, employees who have been diagnosed as having a contagious disease must be free of all symptoms of the disease for at least seven (7) days since the date of the first report or diagnosis or as otherwise recommended by a healthcare provider, the CDC, or other public health officials. An employee who has been diagnosed as having a contagious disease as listed above must present written documentation from his/her treating physician or primary care provider documenting that the individual is medically cleared (i.e., is no

longer infectious to others) and able to return to work as of a specified date. This information must be presented to Human Resources and their supervisor.

3. As per TCC policy, employees must comply with all policies and procedures pertaining to sick leave and supervisor notification regarding their status.
4. Supervisors have the authority to send employees home if they exhibit symptoms of a contagious disease while at the workplace. Employees will be charged sick or annual leave if sent home. Failure to follow a supervisor's directive is considered insubordination and is subject to formal disciplinary action under the DHRM Standards of Conduct.
5. When the State Health Commissioner and the Governor of the Commonwealth of Virginia declare a Communicable Disease of Public Health Threat as defined in Section 31.1-48.06, et. Sec. Code of Virginia, TCC employees, as per DHRM Public Health Emergency Leave policy (policy 4.52), are permitted or required to attend to the medical needs of themselves and immediate family members and provided up to 80 hours of paid leave per leave year for this purpose.

Protocol for Supervisors, Faculty and Staff:

1. Faculty or staff who suspect a student is exhibiting symptoms of a contagious disease shall report what they have observed to a Campus Dean but may not take any other direct measure with respect to the student.
2. Supervisors and faculty who become aware of an employee or student under their supervision who is diagnosed with a communicable disease must take reasonable precautions to protect that person's privacy and health information (HIPAA). Student health concerns should be forwarded to the Vice President for Student Affairs and the Campus Dean. All employee health care concerns must be forwarded to the college Department of Human Resources.
3. Supervisors and employees can contact the Department of Human Resources with any questions or concerns they may have regarding workplace issues surrounding communicable diseases.

College

Should any disease reach a pandemic stage, the College will rely on information and guidance from local and state health officials to provide appropriate information to the College community. College officials may temporarily close the College or its campuses, if such closure serves the best interest of the College community.

Tidewater Community College will inform the College community of plans to provide continuity of operations that will minimize disruption to campus operations. Such continuity measures may include requiring and/or permitting employees to transition to temporary telework through a telework agreement; modifying or shifting responsibilities and duties based on College needs and access to the campus; or modifying or altering normal working hours and schedules. Other measures may include implementing new safety and sanitary measures at the workplace based on current and applicable recommendations by the VDH, CDC or any other state or federal agency, and in compliance with any Executive Orders issued that would require such measures. Students and employees will be

notified of specific measures and may be asked to acknowledge receipt and understanding of those measures as well as agreement to abide by them.

The College will consult with local and state health officials to provide any specific instructions for individuals returning to the College following infection of a contagious disease.

Visitors, Guests, Contractors, and other Third Parties

The College reserves the right to limit access to its facilities to any third parties (visitors, guests, contractors, etc.), in the event of an epidemic, pandemic or any outbreak of a contagious disease that alters normal business operations. The College may institute additional safety measures based on the recommendations of public health officials that would be applicable to third parties visiting or working on campus.

Confidentiality statement:

No person, group, agency, insurer, employer, or institution shall be provided any medical information without the prior specific written consent of the student, employee, or other College community member unless required by state and/or federal law. Furthermore, all medical information relating to contagious diseases of students, employees, or other College community members will be kept confidential, according to applicable state and federal law. Medical information relating to contagious diseases of persons within the College community will only be disclosed to responsible college officials on a need-to-know basis.

Sanctions:

Students who fail to comply with this policy are subject to sanctions, as appropriate, through the TCC Student Code of Conduct and applicable state and federal laws.

Employees who fail to follow all applicable TCC, VCCS, and DHRM policies and procedures, and applicable state and federal laws may be subject to formal disciplinary action.