



# POLICY

Category	Approval		
Series 700: Personnel	Effective	Administration	Board
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## **EMPLOYEE COMMUNICABLE DISEASES**

**MTC 741**

The Mitchell Technical College recognizes its responsibility to provide a clean, safe and healthy working environment for each of its employees. We also recognize that, when working closely together in a social community such as a school, employees may be exposed to a variety of communicable diseases, which may affect their personal health or the health of fellow employees. With the intent being to protect the health of every employee, and to allow and encourage a continuous work experience for all staff members, the following procedures and guidelines will be utilized in determining the continuing employability of an infected employee.

Once a physician has determined that an employee has been infected with a communicable disease, a decision as to the continued employment or exclusion from work activities will be made by the employee's supervisor or his/her designee. Each case will be addressed on an individual basis utilizing the adopted guidelines and such professional medical advice as is deemed to be necessary by the responsible administrator.

In situations where the decision requires additional skill and knowledge, the supervisor will refer the case to an advisory committee for assistance in determining the proper course of action. The supervisor or designee will be responsible for establishing the advisory committee with a membership, which will include the following:

- 1) the supervisor or designee
- 2) the President or designee

The advisory committee, at the option of the above-named people, may also include the following:

- 1) representation from the State Department of Health
- 2) the employee's personal physician
- 3) the employee and/or representation
- 4) other appropriate medical personnel as deemed necessary

The advisory committee shall consider the following in its deliberations:

- 1) the type and severity of communicable disease
- 2) the guideline recommendations
- 3) the potential risk to the infected employee, students and other staff members
- 4) the expected type(s) of interaction with others in the school setting
- 5) the physical condition of the school employee

The advisory committee may officially request assistance and a recommendation from the State Department of Health.

If the employment of an infected employee is to be interrupted or discontinued, the employee will be entitled to use available medical leave and receive established benefits.

Health data regarding employees is private data and will not be disseminated to the public without strict observance of privacy rights as per the 1974 Family Education Rights and Privacy Act (FERPA) and the 1996 Health Insurance Portability and Accountability Act (HIPAA).

If an infected employee is permitted to remain in the educational setting, information regarding the employee's medical condition and other factors needed for consideration in carrying out assigned job responsibilities will be provided, as appropriate, to College employees who have contact with the individual.

Health guidelines, included in this policy, for work attendance are not inclusive but are intended to be used only as a guide and resource. The guidelines are written for and will be interpreted within the context of each situation. Specific needs will be addressed individually. MTC officials will refer to health professionals for specific help in interpreting the guidelines.

Staff members assigned to work with an employee suspected of being infected with a communicable disease, or those having a confirmed infection, will be given instruction in the handling of blood and body fluids. At all times, in handling and working with suspected or infected employees, staff members so assigned will observe recommended personal hygiene measures in order to create and maintain a healthy environment.

LEGAL REFS: SDCL 1-27-3

**COMMUNICABLE DISEASE GUIDELINES**

<b>Disease and Incubation* Period</b>	<b>Rules for Work Attendance</b>
Acquired Immune Deficiency Syndrome (AIDS) 6 months – five years	Determination will be made by the Advisory Committee as outlined in the Communicable Disease policy.
Chicken Pox 14-21 days	The employee may attend work after all pox are dry and scabbed.
Cytomegalovirus (CMV) Salivary Gland Virus	The employee may attend work. Precautions should be taken by contacts with immunosuppression as anticancer or organ/transplants/as well as anyone with suspected or known pregnancy. Good handwashing in all cases should eliminate risk of transfer of infection.
Giardiasis (Intestinal Protozoan Infection) 5-15 days or longer	The employee may attend work. Good handwashing in all cases should eliminate risk of transfer or infection
Herpes Simplex 2-12 days	The employee may attend work during an active case. Appropriate personal hygiene precautions should be taken, and the area of lesion covered.
Impetigo Variable 4-10 days	The employee may attend work if under treatment and covered or dry.
Hepatitis A 15-40 days	The employee may attend work with physician's permission.
Hepatitis B 45-160 days	Treat all blood as potentially infectious. Universal precautions, as posted in all schools, shall be enforced. Employee may attend work.
Measles (red, Hared, Rubeola, 7 day) 8-14 days	The employee may attend work after a minimum of 7 days. Employees who have had contact with measles may attend work if immunization is up to date.
Mono (Infectious Mononucleosis, Glandular Fever) 4-6 weeks	The employee may attend work as directed by the physician.
Mumps 12-21 days	The employee may attend work after swelling has disappeared.
Pediculosis (lice, "crabs")	The employee may attend work after treatment.
Rubella (German, 3-day measles) 14-23 days	The employee may attend work after a minimum of 4 days. Prevent exposure to pregnant women.
Scabies (7-year itch or mites)	The employee may attend work after treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat)	The employee may attend work 24 hours after initiating oral antibiotic therapy and clinically well.

All communicable and chronic disease should be reported to Health Services.

\*Time interval between initial contact with an infectious agent and the first sign or symptom of the disease.