

COMMUNICABLE DISEASES POLICY

King's College must be prepared to act in the event of an outbreak of a communicable disease among our student, faculty, and staff populations. Communicable diseases can potentially threaten the health of the campus community as an epidemic; therefore, specific steps will be taken to ensure that all students, staff, and faculty are appropriately protected. The college will follow this policy on communicable diseases and will cooperate with all county, state, and federal regulations regarding the identification, treatment, and prevention of all communicable diseases. This policy would be effective for, but not limited to, the following communicable diseases:

- Chickenpox
- Cholera
- COVID 19*
- Diphteria
- Hepatitis
- Measles (Rubella)
- Meningitis
- Mumps
- Flu
- Pertussis
- Tuberculosis (TB) active

Procedure:

1. Procedure for Reporting and Notification

- A. The above communicable diseases (*other than COVID 19) are reportable to the Pennsylvania (PA) Department of Health, 24 hours a day, at 1-877-PAHEALTH (1-877-724-3258). A local report will also be made to Wilkes-Barre City Health Department. *COVID 19 is only reported to the Wilkes-Barre City Health Department.
- B. In the event that a King's College student, faculty, or staff member is diagnosed with a reportable communicable disease, the Director of Student Health Services will be notified at 570-208-5852. The Director will then make the appropriate report/s.
- C. The Director will notify the Associate Vice President for Student Affairs and Dean of Students and the Vice President for Student Affairs.
- D. The Vice President for Student Affairs will notify the college's President and all other appropriate members of Senior Staff.
- E. Residence Life will be notified by the Director of Student Health Services or the Associate Vice President for Student Affairs and Dean of Students. It will be up to the diagnosing provider and public health guidelines whether the student should return home, be housed on or off campus, or transferred to the hospital.
- F. Should a public statement or press release be necessary, it must be coordinated through the Director of Public Relations (PR). Health related information will be approved by PR prior to dissemination to the campus community via website, e-mail, and/or other appropriate communication channels.

2. Procedure for Managing the Outbreak

- A. The Student Affairs Division with support from the Student Health Center (SHC) staff will manage the outbreak with assistance from the Wilkes-Barre City Health Department, the PA Department of Health, local Infectious Disease specialist and the Centers for Disease Control (CDC), if needed.

The health center team will follow the policy on Communicable Disease and will:

- a. Establish a diagnosis, using recommended laboratory tests;
 - b. Administer/arrange chemoprophylaxis to appropriate contacts when available;
 - c. Investigate links between cases;
 - d. Define the population at risk and determine its size;
 - e. Select the target group for vaccination/testing as indicated;
 - f. Coordinate with Public Relations for news release; and
 - g. Closely coordinate with Wilkes Barre City Health Department and PA Department of Health
- B. During disease outbreaks, unvaccinated students may be removed from/asked to exit King's College until the outbreak is over. PA Department of Health and CDC guidelines will be used to determine the length a student or students may require isolation or quarantine.
 - C. It may become necessary during the response to utilize CampusShield updates in coordination with campus authorities. If the event rises to a point where leadership will consistently want updates as to the status of response, the Emergency Management Team will refer to their incident plan of action and communication.
 - D. During an outbreak, the Director of Student Health Services may recommend to the Associate Vice President of Student Affairs and Dean of Students to issue a directive regarding procedures students are to take to address the outbreak. Failure to follow a directive may result in disciplinary action including an interim suspension and directive of no trespass from college property.

3. Procedure for Residence Life Department

- A. All efforts will be made to return the student to their permanent home residence. However, in the event that a student, or students, with a communicable disease must remain in isolation on campus, the Director of Student Health Services will discuss with the Associate Vice President for Student Affairs and Dean of Students and the Director of Housing and Residence Life to determine the extent of involvement of other major college offices in the management of the communicable disease based upon the evaluation of the risk to the college community. The college departments and personnel that may be included in these decisions are: Residence Life, the Emergency Management Team, Vice President for Business Affairs, Facilities Management, Public Relations, Dining Services, and Human Resources.
- B. If the student/employee resides in campus housing and isolation is recommended by a health care provider, the Director of Housing and Residence Life will be notified and will attempt to make arrangements for isolating the student on campus, if necessary. Residence Life will attempt to assist the student with alternative housing. The College

will NOT assume any financial responsibility for housing a student in off-campus locations.

- C. Should the student reside in campus housing, Residence Life will notify Dining Services that King's College has a student with a communicable disease and is unable to visit the College's dining outlets. The student(s) will need food prepared on paper or plastic goods for delivery. Residence Life and Dining Services will determine who will deliver food to the affected person.
- D. Student health staff will provide personal protective equipment and instruction for use, if necessary, to the student and roommates or suitemates, to help limit contamination to others.
- E. Facilities management will be notified by Residence Life and an EPA approved disinfectant will be used by housekeeping to clean the on campus room/suite and common areas. It will also be provided to the patient, roommates or suitemates to continue to disinfect their room/suite during the illness.
- F. If the student resides off campus and is unable to return to their parent/guardian or permanent home, yet must remain isolated, advice will be provided to housemates during the isolation period. The College will NOT assume any financial or janitorial responsibility for off-campus locations.
- G. If a student notifies a Resident Counselor, Resident Assistant, or other housing representative that they suspect having a communicable disease but haven't been seen at the SHC, the housing personnel will call the SHC to make arrangements for the sick student to be seen. The housing personnel should inform the SHC of the potential illness of concern so that efforts can be made to limit potential spread to the SHC patients and workers.

4. Procedure for Providing Academic Services to Students Who Have a Communicable Disease

- A. Students who have a communicable disease and are sent home or isolated on or off campus will be assisted by the Associate Vice President for Academic Success in working with faculty to complete any missed assignments.
- B. Academic Affairs will work with students and instructors to provide these academic services.

5. Procedure for the International Student Population

- A. If the student diagnosed with a communicable disease is an international student, the International Student Service staff will be notified and kept informed regarding needs of the student.

6. Procedure for an Infected Student Returning to Classes and Campus Activities

- A. Before a student is discharged from isolation and permitted to return to classes at the College, the student must be cleared by a SHC health care provider or their personal

physician. A physician, physician assistant, or advanced practice nurse shall document when the student is no longer infectious and can return to the college community. This document should be provided to the Student Health Center.

7. Procedures for Establishing Student Awareness Regarding the Communicable Disease Policy

- A. The SHC staff will assist with general college awareness regarding the campus communicable disease policy as guided by Student Affairs Administration.

8. Procedures for Closing the College

- A. If it is necessary to close the College or send students home due to an emergency, such as a major epidemic or pandemic, the College will follow recommendations from the PA Department of Health and the CDC with involvement from the Emergency Management Team. The College's President may declare the college closed if recommended to do so by the Pennsylvania Department of Health.
- B. Students, parents, and employees will be notified electronically concerning closing of the college and the process for evacuation by the President's Office or designee.
- C. In some cases, the Student Health Center will provide personal protective equipment to the students to assist in a safe journey (i.e. mask) along with instructions for proper use.

9. Procedures for Managing College Employees with a Communicable Disease

- A. It is the responsibility of an employee who has a confirmed communicable disease to report that information to their immediate supervisor. The supervisor will inform the Director of Human Resources who will then notify the Director of Student Health Services that a potential health hazard is present. The Director of Student Health Services will verify the diagnosis and notify the relevant Associate Vice Presidents for both Student and Academic Affairs and the relevant Vice Presidents or designated Associate Vice Presidents. The employee is expected to remain off work until the risk of infecting others has ended, and until they can return to full duties.
- B. Any employee who has a communicable disease shall be required to present a letter from their primary care physician to both their supervisor and the Director of Human Resources before being permitted to return to work. The letter must certify that the employee poses no risk to the college community as a result of the communicable disease.

10. Enforcement of Communicable Diseases Policy

- A. Students who have a communicable disease must follow all guidelines and directives given to them by the Director of Student Health Services. Students who fail to follow these guidelines and directives will be referred to the Associate Vice President for Student Affairs and Dean of Students. The Associate Vice President for Student Affairs and Dean of Students or designee may issue upon the recommendation of the Director of Student Health Services an interim suspension for failure to follow a directive to a student including a directive of no trespass from college property.

- B. Faculty or staff who have a communicable disease must follow the guidelines and directives given to them by their immediate supervisor and the Director of Human Resources. Faculty or staff who fail to follow these guidelines and directives may be subject to appropriate personnel action as determined by the Director of Human Resources.

Adapted from UCA Policy on Communicable Disease with their permission 4/20/2019

ADDENDUM

EMERGENCY PLAN FOR INFECTIOUS AND COMMUNICABLE DISEASES OUTBREAK

1. Outbreaks of acutely infectious/communicable diseases will be assessed by the Director of Student Health Services, in accordance with local, state and federal health guidelines, and under direction of the contracted physician. While specific actions/responses the College will take once such a disease has been identified tend to be disease-specific, three different containment/control strategies will be followed:
 - Actions involving sick/symptomatic persons include – diagnostic testing, treatment, isolation, ambulatory transportation to a local hospital, and disease reporting through public health authorities/channels.
 - Actions involving those who have been in contact with sick/symptomatic persons include – diagnostic testing, medical monitoring/counseling, and treatment/isolation/ambulatory transportation as needed.
 - Actions involving the greater College community, (those not in direct contact with sick/symptomatic persons) include – information sharing as to the nature of the disease outbreak and specific recommended preventative actions, medical monitoring/counseling, additional cleaning and disinfection of public spaces, and others as needed.
2. Outbreaks of less acute infectious/communicable diseases will principally be managed in accordance with local, state and federal health guidelines. This may result in the temporary suspension of all College functions, buildings and facilities.
3. While it is highly unlikely that building evacuations (as traditionally defined) would occur following an outbreak of infectious/communicable diseases, it is critical for all employees/students to stay informed as an emergency unfolds. College officials will disseminate critical information as it becomes available to safeguard the greater College community.

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1. Definitive diagnosis and treatment of student.
2. Notify the following:
 - a. Residence Life
 - b. Parents
 - c. Student Affairs/Academic Affairs
 - d. Dean of Students
 - e. Director of Public Safety

- f. Coaches/Faculty
 - g. President of College
 - h. Local Health Dept./CDC
3. Identify any persons exposed in the previous 7 days.
 - a. Roommate/Significant Other
 - b. Classmates/Faculty
 - c. Social Groups/Athletic Team
 - d. Unvaccinated persons
 4. Provide isolation for infected student (in residence hall, hospital or home – as appropriate).
 5. Provide public statement to college community, parents and general public as determined by Public Relations Department.
 6. Coordinate with financial department to determine what the financial impact will be on students receiving treatment (ex. Insurance, waivers).
 7. Provide appropriate treatment to unvaccinated persons who were exposed.
 8. Vaccinate any unvaccinated students upon request.
 9. Continue to provide information regarding signs and symptoms of the disease/illness.
 10. Continue to follow recommendations from CDC/Public Health Department regarding quarantine.