Communicable Diseases

POLICY STATEMENT

The University of North Dakota (UND) endeavors to minimize the risk of contracting and/or spreading communicable diseases within the University community. As such, UND has established operating procedures addressing effective management and exposure prevention of communicable diseases while complying with state and federal laws regarding both privacy and disease reporting.

REASON FOR POLICY

To safeguard the welfare of faculty, staff, and students, UND is committed to providing a safe working, learning, and living community by preventing and/or minimizing the spread of communicable diseases. Moreover, this policy and its subsequent procedures have been outlined as a preventive measure for communicable diseases prevalent or that have the potential to reach pandemic level.

SCOPE OF POLICY

This policy applies to:

- President
- Vice Presidents
- Deans, Directors & Department Heads
- Area Managers & Supervisors
- Faculty
- Staff
- Students
- Others: Visitors and Affiliates

RELATED INFORMATION

<table>
<thead>
<tr>
<th>Center for Disease Control (CDC)</th>
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<td>UND Policy – Code of Student Life</td>
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**CONTACTS**

Specific questions should be directed to the following:

<table>
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<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Office or Department E-Mail / Web Address</th>
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<td>Department of Public Safety</td>
<td>(701)</td>
<td><a href="https://campus.UND.edu/safety/index.html">https://campus.UND.edu/safety/index.html</a></td>
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DEFINITIONS

Biohazard or Bloodborne Pathogen
Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

CFR

Communicable Disease
The CDC defines this as a disease caused by an agent or its toxic products that arises through the transmission of that agent or its products to a susceptible host, either directly or indirectly. For the purposes of this policy, bloodborne pathogens are included in this definition. This definition does not include nor does it apply to infections such as common colds.

Contaminated
The presence of blood or other potentially infectious materials on an item or surface.

Direct Contact Transmission
The transfer of pathogens from one infected person to another person without a contaminated intermediate object or person.

Decontamination
The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

EAP
Employee Assistance Program. Confidential assessment, counseling, and referral service staffed by trained professionals who can help employees and their family members evaluate problems and take positive action to resolve them.

ECP
Exposure Control Plan. Source of information for answering communicable disease-related questions and to help ensure exposure control activities are in place.

Employee
Employee, for the purposes of this policy, means UND employees, volunteers, and contract employees.

Endemic
The CDC defines an endemic as the constant presence and/or usual prevalence of a disease or infectious agent in a population within a geographic area.

Epidemic
The CDC defines an epidemic as an increase, often sudden, number of cases of a disease above what is normally expected in that population in that area.

Exposure Incident
A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

Family Medical Leave Act
The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave.
for specified family and medical reason with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

**Isolation**
The CDC defines isolation as separating and restricting the movement of people who have a contagious disease (e.g. COVID-19) from those who are not sick.

**NDCC**

**Occupational Exposure**
Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's normal job duties. The frequency of possible exposure and the location of job duties will be included in the evaluation of exposure potential.

**OPIM**
Other Potentially Infectious Materials. Includes human bodily fluids such as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood, and all bodily fluids in situations where it is difficult or impossible to differentiate between bodily fluids any unfixed tissue or organ (other than intact skin) from a human (living or dead) and HIV-containing cell or tissue cultures, organ cultures and HIV- or HBV-containing culture medium or other solutions and blood, organs or other tissues from experimental animals infected with HIV or HBV.

**Outbreak**
The CDC defines an outbreak as a higher than expected number of occurrences of a disease in a specific location and time as determined by the North Dakota Department of Health or the CDC.

**Pandemic**
The CDC defines a pandemic as an epidemic that has spread over several countries or continents, usually affecting a large number of people.

**Public Health Officials**
Officials charged with determining public health risks and mitigation measures who are employed by Grand Forks Public Health or the North Dakota Department of Health.

**Quarantine**
The CDC defines quarantine as separating and restricting the movement of people who were exposed to a contagious disease to see if they become sick.

**Reportable Disease**
Diseases or conditions which may include contagious, infectious, sexually transmitted or chronic diseases or any illness or injury which may have a significant impact on public health in accordance with NDCC 23-07-01.

**Students**
Student, for the purposes of this policy, means an individual matriculating at an institution of higher education who is at UND for academic purposes. Students who are also hired as employees will function under the guidelines for employees when acting as an employee.

**PRINCIPLES**

**Overview**
UND endeavors to minimize the risk of contracting and/or spreading communicable diseases within the University community. As such, UND has established operating procedures addressing effective management and exposure prevention of communicable diseases while complying with state and federal laws regarding both privacy and disease reporting.

This policy is in effect for communicable diseases commonly found in college populations along with those diseases defined as an epidemic or pandemic by the North Dakota Department of Health (NDDOH). These diseases may be transmitted by air, contaminated surfaces, casual contact, or contact with blood or bodily fluids. A reference of communicable diseases may be found on the Center for Disease Control and Prevention or the North Dakota Department of Health websites. Examples include but are not limited to mumps, pertussis, influenza, tuberculosis, or conjunctivitis. (see Related Information)

**PROCEDURES**
During a communicable disease outbreak or notification of a rise in cases of a communicable disease within the campus or surrounding community, the University will support the guidance and regulations put forth by local or state public health officials. Officials may institute such orders as necessary to slow or stop the progression of a communicable disease, including but not limited to requiring members of the University community to observe all health and safety requirements on campus, which may include restricting an individual from attending University-sanctioned functions, or restricting entry to campus residential and food
service areas, etc. Officials may also require the temporary closure of the University or any of its buildings, campuses, programs, activities, or services. The University will also assist with the isolation or quarantine of students or employees as mandated by Public Health officials.

Immunizations

All UND employees who, in the performance of duty, respond to emergency medical calls, or may be exposed to or have contact with a communicable disease will be offered appropriate immunization based on the risk associated with the disease and significance of the exposure. Individuals concerned with bloodborne pathogen exposure, should consult the UND Bloodborne Pathogen Exposure Control Plan (see Related Information).

State Board of Higher Education policy 506.1 (see Related Information) requires all newly admitted students to provide documentation of completed vaccinations. These include, two doses of MMR (measles, mumps, and rubella), one dose of meningitis vaccine given after the 16th birthday, and a completed TB (Tuberculosis) Screening form. Failure to comply with the immunization requirements will result in a hold on the account which will restrict registration for the following semester. For those unable to receive or choose not to receive the required immunizations, an immunization exemption request form (see Forms) must be submitted to Student Health Services for approval.

Prevent the Spread of Communicable Diseases

Recommendations for all employees and students to reduce communicable disease transmission

1. Wash hands frequently and for at least 20 seconds. Hand wash after using the bathroom; caring for a patient; preparing or eating food; blowing your nose, sneezing, or coughing; changing a diaper; or after playing with a pet.
2. Sneeze and/or cough into your shirt or crook of your elbow instead of your hands.
3. Even though using an antiseptic hand-rinse is a first-line defense, follow up with hand washing.
4. Avoid touching your mouth, nose, and eyes when they are unwashed.
5. Do not share toiletries.
6. When sick, avoid contact with others and allow time to fully recover before returning to work or educational experiences.
7. Proper refrigeration and food preparation is essential. Use hot, soapy water when cleaning cooking surfaces and utensils.
8. When applicable, decontaminate items which may be considered a source of exposure. These items may include but are not limited to: clothing, work areas, equipment, and vehicles. Contact the Office of Safety to advise of appropriate means of cleaning and decontamination.
9. If respiratory illness is present, consider masking to prevent the spread.

Large-Scale Communicable Disease Outbreak

Concerned department managers/heads must inform the associate vice president for public safety if they believe there might be a possible communicable disease outbreak. In the case of a communicable disease outbreak as determined by local or state public health officials, the situation will be handled according to the Emergency Operation Plan (Pandemic Illness Plan).

Any of the following may occur during a large-scale communicable disease outbreak:

1. Closing one or more parts of the University by order of the associate vice president for public safety or designee, as empowered by the president of the University; or by order of local or state Public Health officials;
2. Exclusion of employee(s) and/or student(s) from the workplace or classroom as specified by local or state Public Health officials and/or the University;
3. Isolation of an ill or symptomatic employee(s) or student(s) by local or state Public Health officials and/or the University; or quarantine of an exposed or potentially ill employee(s) or student(s) by local or state
Public Health officials and/or the University.

In the event of a pandemic negatively affecting the local community, the following groups will be devised:

**Pandemic Planning & Response Team**

The Pandemic Planning & Response Team (Pandemic Team) advises the President and guides UND’s response to a pandemic endangering the health and safety of the UND community.

**Reconstitution Group**

The Reconstitution Group supports the development of the reconstitution plan and the processes and procedures to resume UND operations. The associate vice president for human resources and payroll services serves as the reconstitution manager (RM). The RM identifies, coordinates, and trains personnel who will support reconstitution operations.

**Employee Reporting**

Any employee with a confirmed communicable disease is advised to contact Human Resources to report the illness if it is reportable to the NDDoH and is considered a threat to the University community by local or state public health officials. Any employee who was significantly exposed, or suspects exposure to a communicable disease in the performance of their job duties may be offered appropriate medical treatment based on the risk associated with the disease and significance of the exposure. Medical treatment should be provided as soon as feasible (in most cases this should be within two hours). To provide appropriate and timely treatment should exposure occur, all employees must follow the UND Incident Reporting policy. (see Related Information and Forms)

If the health care provider advised isolation or quarantine, it is suggested the UND employee report to Human Resources (HR) and their supervisor. The appropriate HR manager will discuss the next steps and options for remote work if possible or what level of leave the employee is eligible for if unable to work.

Employees advised to isolate or quarantine should remain at home or in a location where they will not be in contact with other individuals throughout their isolation/quarantine period. Employees are not permitted to be on campus during the quarantine or isolation period for any reason, except for those living in on-campus apartments or receiving medical care. Employees living in on-campus apartments should not go to other campus buildings or populated areas during their isolation or quarantine period where possible. Individuals in isolation or quarantine may continue to work and learn remotely when possible.

**Student Reporting**

Student Health Services will notify the campus community of reportable communicable diseases present on campus which may pose a threat to the University community by local or state public health officials. Students affected by a communicable disease are advised to follow recommendations by a health care provider and/or Public Health office. Faculty and staff made aware of a student with a reportable communicable disease should refer the student to Student Health Services or the student’s local public health unit.

Students advised to isolate or quarantine should remain at home or in a location where they will not be in contact with other individuals throughout their isolation/quarantine period. Students are not permitted to be on campus during the quarantine or isolation period for any reason, except for those living in on-campus apartments or receiving medical care. Students living in on-campus apartments should not go to other campus buildings or populated areas during their isolation or quarantine period where possible. Students in isolation or quarantine may continue to work and learn remotely when possible.

**Sick Leave**

Benefited employees who are advised to isolate, quarantine, or become ill due to exposure will need to use their sick or annual leave unless approved by their supervisor for remote work.

If the resultant disease causes a serious health issue for an employee, they may be eligible for regular Family Medical Leave Act (FMLA) protection and should apply for the protection accordingly (see Related Information).
Additional employee resources and forms can be found online (see Related Information: UND Policy – Workplace Disability Accommodations).

**Counseling**

The department will provide the exposed employee, and their family if necessary, the opportunity for counseling and consultation through the Employee Assistance Program (EAP) (see Contacts).

**Confidentiality of Reports**

The Office of Safety is responsible for maintaining confidential records containing the employee's treatment status and the results of examinations, medical testing, and follow-up procedures that took place as a result of a job-related exposure. Records must be retained according to UND Records Retention Schedule.

**International Travel**

UND recognizes that travelers have significant responsibility for their own health, safety, and security. UND also has an institutional interest in promoting this health, safety and security while pursuing its mission. All those traveling internationally must register their UND-affiliated travel with the institution (see Related Information and Forms).

Official international travel through the University to a country listed as a US Department of State Travel Advisory Level 3 or 4 is not allowed (see Related Information: US Department of State – Travel Advisories). Exceptions may be allowed due to extenuating circumstances determined as acceptable by the Office of Safety and with approval by the associated department/college. Travel to countries in Levels 2 and 1 are permitted but will require the traveler to confirm awareness of risks associated with their travel via the registration process. As part of the travel registration, the individual must research vaccination, health, and wellness information for the proposed destination.

**FORMS**

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**APPENDICES**

There are no appendices associated with this policy.

**RESPONSIBILITIES**

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<th>Deans, Directors, and Department Chairs</th>
<th>Employee</th>
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<tr>
<td>• Develop and enforce internal procedures to comply with this policy document</td>
<td>• Read, understand, and follow the procedures set forth in this policy</td>
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<td>• Support the Office of Safety or regulatory agency audits and investigations, and pay associated fines and penalties for any departmental compliance deficiencies</td>
<td>• Participate in occupational exposure training commensurate with the requirements of their position</td>
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<tr>
<td>• Provide and maintain equipment used to protect against communicable disease exposure</td>
<td>• Report to supervisor immediately any incident that may involve a communicable disease</td>
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<tr>
<td>• Pay for the testing of an exposed employee for infection</td>
<td>• Recommend EAP services to exposed employee and family</td>
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| Office of Safety | • Complete an Incident Report Form within 24 hours of an incident  
• Communicate the existence and core components of this policy to all campus units  
• Establish and communicate appropriate levels of training  
• Provide technical guidance upon request to campus units  
• Conduct periodic audits and notify responsible parties of possible safety issues and hazardous conditions  
• Dispose of biohazard waste  
• Inform exposed employee of the laws and regulations concerning disclosure of the identity and infectious status of a source  
• Maintain confidentially of medical records and incident reports concerning communicable disease exposure |
|-----------------|------------------|
| Students        | • Follow all University mandated safety measures, procedures, responsibilities and guidance to stop or slow the progression of a communicable disease  
• Obtain advice from a health care provider if known or suspected to have a communicable disease and obtain follow-up treatment as necessary  
• Cease normal activities on campus when advised by a Public Health official  
• Cooperate with Public Health for additional investigations or contact tracing |
| Supervisors     | • Ensure proper exposure control procedures are implemented and followed in their respective areas  
• Investigates exposure incident within 24 hours of notification  
• Document the investigation using the Incident Investigation form |
| University Departments | • Develop procedures and ensure compliance throughout department with this policy document  
• Provide and replenish necessary basic equipment for compliance with this policy |

### Approval Signatures

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<td>Policy Owner</td>
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