



### 3.2 Reporting – Student Population

It is the responsibility of any faculty, staff, or student who is concerned for their personal health because of an infectious disease, or is aware that a **student** at CBC has an infectious disease as defined by the Washington Department of Health, to report their concern to his or her instructor, supervisor, department head or any other person in authority. The person in authority shall report, in confidence, the concern to the Vice President for Student Services.

The following steps are provided in the event a CBC employee or student becomes aware of an incidence or the possibility of a life threatening communicable disease within the **student** population:

- 3.2.1 Inform instructor, direct supervisor or person of authority of the information as soon as possible;
- 3.2.2 The instructor, direct supervisor or person of authority will contact the Vice President of Student Services who will make determination of further action to be taken; and
- 3.2.3 Maintain the right to privacy of any student who has a communicable disease.

### 3.3 **Employees**

Employees with an identified communicable disease may report for work at the College whenever the risk of transmission of the disease and/or the risk of further injury to the employee is sufficiently remote in such settings so as to be outweighed by the detrimental effects resulting from the employee's exclusion from the College. Placement and/or attendance decisions will be made by using guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be based upon the facts of the particular case. The determination of whether an employee with a communicable disease may report for work at the College shall be made in accordance with procedures implemented by the College.

Employees infected with a communicable disease may be eligible for medical leave as provided by College policy or applicable collective bargaining agreements.

As with any medical condition, employees must not disclose information regarding another employee or student to anyone except those employees with a legitimate medical or administrative need to know. Breach of confidentiality may result in disciplinary action.

### 3.4 Reporting – Employee Population

It is the responsibility of any faculty, staff, or student who is concerned for their personal health because of an infectious disease, or is aware that an **employee** at CBC has an infectious disease as defined by the Washington Department of Health, to report their concern to his or her supervisor, instructor, department head or any other person in authority. The person in authority shall report, in confidence, the concern to the Sr. Vice President of Administration.

The following steps are provided in the event a CBC employee or student becomes aware of an incidence or the possibility of a life threatening communicable disease within the **CBC employee** population:

- 3.4.1 Inform your direct supervisor of the information as soon as possible;
  - 3.4.2 The direct supervisor will contact the Sr. Vice President of Administration who will make determination of further action to be taken; and
  - 3.4.3 Maintain the right to privacy of any employee who has a communicable disease.
- 3.5 The College will comply with all pertinent statutes and regulations that protect the privacy and welfare of members of the College community who suffer from a communicable disease, as well as the safety and welfare of others within the College community. All confidential medical information about individuals will be handled in compliance with all applicable legal and professional ethical standards.

### 3.6 **Controlling Health Risks**

If you think you might have a communicable disease, then while you are waiting to be seen by a health care provider, please observe the following guidelines:

- 3.6.1 Limit your activities outside your room or home during this period. Do not go to work, classes, or public areas without consulting your health care provider.
- 3.6.2 Follow the instructions given by your health care provider and utilize infection control principles, including:
  - 3.6.2.1 Cover your mouth and nose with tissue when coughing or sneezing
  - 3.6.2.2 Wash your hands often and well, especially after you have blown your nose or used the toilet;
  - 3.6.2.3 Don't share silverware, glasses, towels, or bedding with anyone in your home until these items have been washed with soap and hot water
  - 3.6.2.4 Clean surfaces (counter or tabletops, door knobs, bathroom fixtures, etc.) that have been contaminated by body fluids (sweat, saliva, mucous, vomit, urine or feces) with a household disinfectant used according to the manufacturer's instructions, or use bleach and water in a 1:10 solution; and
  - 3.6.2.5 Wear disposable gloves during all cleaning activities. Throw these out when you are done. Do not reuse them.

## 4.0 **Privacy**

The College shall respect the right to privacy of any student or employee who has a communicable disease. The student's and/or employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the campus community. Personnel aware of the student's or employee's condition will be kept at the minimum needed to assure proper care of the student and/or employee and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have a "direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information. The College shall not unlawfully discriminate in enrollment or employment against any individual infected with a communicable disease.

## **5.0 Bloodborne Pathogens**

More information about bloodborne pathogens is available online at [http://www.columbiabasin.edu/docs/ag\\_bbp\\_exposure\\_plan.pdf](http://www.columbiabasin.edu/docs/ag_bbp_exposure_plan.pdf). This site contains universal precautions that members of the campus community may find informative. More information about other communicable diseases is available at the Washington State Department of Health website at <http://www.doh.wa.gov/EHSPHL/Epidemiology/CD/default.htm>