

# COMMUNICABLE DISEASE

**POLICY NUMBER:** ADM-COMMUNDISEASE

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** VICE PRESIDENT FOR STUDENT AFFAIRS

**RESPONSIBLE OFFICE:** OFFICE OF HEALTH, COUNSELING, AND STUDENT WELLNESS

**EFFECTIVE DATE:** UPON PRESIDENTIAL APPROVAL – 10/15/2020

**NEXT REVIEW DATE:** PRESIDENTIAL APPROVAL PLUS FOUR (4) YEARS – 10/15/2024

**SUPERSEDES POLICY DATED:** 12/6/2011

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. PURPOSE OF POLICY

The purpose of this policy is to ensure that consistent procedures are followed when there is an occurrence of a communicable disease of interest among Northern Kentucky University (NKU) faculty; staff; administrators; on-campus constituents such as contractors or vendors (e.g., dining, bookstore); and students, whether they reside on or off campus.

## II. ENTITIES AFFECTED

NKU faculty; staff; administrators; on-campus constituents such as contractors or vendors (e.g., dining, bookstore); and students, whether they reside on or off campus.

## III. AUTHORITY

[902 KAR 2:020](#). Reportable disease surveillance

## IV. DEFINITIONS

**Communicable disease:** Infectious diseases that are spread from person to person through a common vehicle, e.g., food, water, or blood or body fluids; contact; airborne transmission; or via insect vector.

**Communicable diseases of interest:** Reportable diseases, include those required as outlined in [902 KAR 2:020](#) to be reported to the Northern Kentucky Health Department (NKHD) or the Kentucky Department of Public Health (KDPH) in Frankfort.

**Contact tracing:** Contact tracing involves tracking persons (cases) infected with a communicable disease of interest, identifying individuals who may have been exposed to a case, contacting them and providing further instructions on actions they may need to take for themselves and to protect others.

**Epidemic:** A communicable disease affecting a disproportionate number of individuals within a population.

**Pandemic:** A communicable disease that has progressed to worldwide distribution.

## V. COMMUNICABLE DISEASES OF INTEREST

Certain communicable diseases are especially problematic on college campuses because of the close proximity of students to one another. These diseases include but are not limited to the following:

### Reportable communicable diseases of interest:

- Hepatitis A, acute
- Hepatitis B, acute
- Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS)
- Measles (rubeola)
- Meningococcal infections
- Mumps
- MRSA
- Novel influenza A infections
- Pertussis
- Rubella
- Salmonellosis
- SARS
- SARS-CoV2 (COVID-19)
- Shigellosis
- Tuberculosis
- Varicella (chicken pox)

### Non-reportable communicable diseases of interest:

- Epstein-Barr virus (mononucleosis)
- Influenza
- Pediculosis (lice)
- Scabies

Communicable diseases may be reported one of the following ways:

- Calling the Northern Kentucky Health Department (NKHD) Boone County Health Center at 859-363-2060 during business hours, or after hours at 859-391-5357. This includes exposures, i.e., animal bites. The main office, located in Florence, can be reached at 859-341-4264.
- Faxing the completed Kentucky Reportable Disease Form (EPID 200) to NKHD Department of Epidemiology Services at 859-647-3851 or 859-578-3689.

## VI. RESPONSIBILITIES

The responsibility for coordination of the implementation of this Communicable Disease policy lies under the direction of the Director of Health Services in Health, Counseling, & Student Wellness (HCSW) in collaboration with the Vice President for Student Affairs and/or the Chief Human Resources Officer and may include any or all of the following:

- President's Cabinet
- Director of University Housing
- University Food Services
- Assistant Vice President for Facilities Management or designee
- University Police
- University Marketing and Communication
- Director of Athletics
- Chief Information Officer/Information Technology (IT)

**Director of Health Services:** When a communicable disease of interest threatens the University community, the Director of Health Services shall notify the Vice President for Student Affairs. The Director of Health Services is required to report the involved student, faculty, or staff member's information to the local health department per Kentucky statutes ([KRS 214.010](#) [Physicians and heads of families to report diseases to local board of health]; [KRS 214.020](#) [Cabinet to adopt regulations and take other action to prevent spread of disease]; [KRS 214.645](#) [Reporting system of HIV-positive persons -- Confidentiality and reporting requirements -- Reporting system surveillance, assessment, and restrictions]; and [902 KAR 2.020](#) [Reportable disease surveillance]).

**Chief Human Resources Officer:** As necessary, the Chief Human Resources Officer shall provide information on where the employee has been working to appropriate individuals in those departments and advise the involved departments of procedures to be used by employees that have come into contact with the infected individual.

**Vice President for Student Affairs:** When a communicable disease of interest threatens the University community, the Vice President for Student Affairs shall notify the President and members of the President's Cabinet.

**University Marketing and Communication:** When deemed appropriate by the President's Cabinet, this office will announce that an epidemic/pandemic of a communicable disease of interest has been confirmed and will state the related facts to inform and protect the University community.

**Vice Presidents, Deans, Directors, Faculty, Staff, Administrators, Students:** All members of the University community shall promptly report all incidents of communicable diseases of interest to the Director of Health Services or the Chief Human Resources Officer.

Beyond the responsibility of the designated health professional to report the involved party's information to the local health department, every effort will be made to ensure confidentiality of the involved student, faculty, or staff person per Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) guidelines.

#### **Faculty/Staff/Administrator Illness**

The employee should return home to recover until cleared by a physician or nurse practitioner. The Chief Human Resources Officer will ensure that the employee returns home safely. An employee who is sent home shall be informed about the procedures for returning to campus activities.

After recovering, the individual is required to notify Human Resources. Return to campus activity will be based on either a healthcare provider's release or other official governmental health entity guidelines specific to the communicable disease that are in force at the time of infection.

The Director of Health Services or the Chief Human Resources Officer shall notify appropriate individuals that the employee has been released from care and may return to full campus activity.

### **Student Illness**

The options for a student with a communicable disease of interest are as follows:

- The student can return home to recover; or
- The student may recover on campus in isolation, if space is available.

These options are intended to prevent the spread of the communicable disease. The preferred practice is for the student to return to their home of record, if possible. If the student resides off campus, arrangements will be made to get the student transported to their home of record for continued care and recovery, if possible.

In the event that a student or students with a communicable disease of interest must remain in isolation on campus, the Director of Health Services or designee will, in consultation with the Vice President for Student Affairs, determine the extent of involvement with other University offices in the management of the communicable disease. This decision will be based upon the evaluations of the risk to the University or community made by the Director of Health Services and the Vice President for Student Affairs in collaboration with the Northern Kentucky Health Department Epidemiology Services.

The following University departments may be included in the decision:

- University Housing
- Office of Business Operations
- NKU's food service contractor
- Facilities Management
- University Police
- Athletics (if ill student is an NKU athlete)
- Academic Affairs
- NKU's Marketing and Communication

The directors and/or designees of each of these offices will be contacted, and together they will implement plans to care for the infected student(s) and to maintain a safe and orderly campus environment.

**The Director of University Housing** will provide information on the location in which the student is recovering to all appropriate parties within the University Housing Office, as necessary. The University Housing Office will advise housing staff of procedures to be used in communication with the infected student and in serving the residential needs of the infected student with the assistance of the Health, Counseling, & Student Wellness staff.

**The Office of Business Operations** in collaboration with NKU's food service contractor shall be responsible for coordinating meals for the infected students living in on-campus housing during the recovery period in isolation on University property.

**The Assistant Vice President for Facilities Management** or designee will do the following:

- Arrange for routine and special custodial services for the area in which the student is recovering;

- Be responsible for informing all custodial staff who are assigned to the isolation area of the diagnosis and mode of transmission of the disease;
- Train the custodial staff (with the assistance of Health, Counseling, & Student Wellness on the recommended methods of self-protection that should be used in carrying out routine and special custodial services; and
- Provide the appropriate Personal Protective Equipment (PPE) to custodial staff needed to safely perform their duties.

**The Chief of Police**, with the assistance of Health, Counseling, & Student Wellness, will do the following:

- Inform police officers that a person(s) with a communicable disease of interest is recovering on campus, and provide police officers with information about the disease;
- Provide police officers with the location where the student is recovering; and
- Provide police officers with the recommended methods of PPE should the campus police need to come in close proximity of the infected student.

The **Vice President for Student Affairs** will notify the necessary academic faculty and staff of the student's absence if the student is going to be out of class or work for an extended period of time.

When a student recovers at home, they are required to provide the Office of Health, Counseling, & Student Wellness with a release and statement of non-communicability from a physician or nurse practitioner before returning to campus activity.

Students being isolated on campus or in the local community will be informed about the procedures for returning to campus activities and/or requesting assistance with campus needs by a Health, Counseling, & Student Wellness staff member during their isolation. Returning to campus activity will be based on either a healthcare provider's release or other official governmental health entity guidelines specific to the communicable disease that are in force at the time of infection. The Director of Health Services or designee will notify appropriate individuals that the student has been released from care and may return to full campus activity.

## VII. PROCEDURES

Procedures for treating currently enrolled students, faculty, staff, and administrators with communicable diseases of interest are as follows:

1. (a) When Health, Counseling, & Student Wellness (HCSW) or University Housing staff are notified that a student has been diagnosed with a communicable disease of interest, the source will be established, and the Vice President for Student Affairs will be notified of the situation. The Director of Health Services will be responsible for reporting the specifics of the confirmed communicable disease(s) to the appropriate public health agencies when required. Further actions will be coordinated with the Vice President for Student Affairs or the Chief Human Resources Officer in collaboration with the Director of Health Services and the Northern Kentucky Health Department.
- (b) In the event a faculty member, staff member, or administrator contracts a communicable disease of interest, the Chief Human Resources Officer will be notified of the situation. The

Chief Human Resources Officer will then contact the employee and/or the employee's emergency contact person to confirm the diagnosis. The Director of Health Services will be responsible for reporting the specifics of the confirmed communicable disease(s) to the appropriate public health agencies when required. Further actions will be coordinated with the Chief Human Resources Officer in collaboration with the Director of Health Services and the Northern Kentucky Health Department.

2. In the event that an NKU student, faculty, staff member, or administrator is diagnosed with a reportable communicable disease of interest on campus, the Director of Health Services will notify the Vice President for Student Affairs or the Chief Human Resources Officer. Together, the Director of Health Services and/or the Chief Human Resources Officer shall determine the extent of the involvement of the other major University offices in the management of the communicable disease. This decision will be based upon the evaluations of the Director of Health Services, the Vice President for Student Affairs, and/or the Chief Human Resources Officer of the risk to the University community in accordance with the recommendations of the Northern Kentucky Health Department, the Kentucky Department for Public Health (KDHP), and the Centers for Disease Control (CDC).
3. The University departments that may be included in the decision include University Housing, Facilities Management, University Police, University Marketing and Communications, NKU's Office of Business Operations, and NKU's food service contractor. The directors of each of these offices may be contacted. Together in collaboration with the President's Cabinet, the Director of Health Services, and the Northern Kentucky Health Department, they shall implement plans to care for or monitor the illness of the infected student(s) and/or faculty/staff and to maintain a safe and orderly campus environment.
4. When an NKU student, faculty member, staff member, or administrator is involved in an outbreak of any communicable disease of interest, the department of Health, Counseling, & Student Wellness will be in charge of managing the outbreak, with assistance from the Northern Kentucky Health Department Epidemiology Services, unless otherwise notified.
5. The steps NKU shall follow/assist with as necessary in collaboration with the Northern Kentucky Health Department are listed below:
  - (a) Establish a diagnosis, using recommended laboratory testing, or if diagnosed off campus and notified by the Northern Kentucky Health Department of diagnosis.
  - (b) The Northern Kentucky Health Department will be responsible for the contact tracing of a case of a communicable disease of interest.
  - (c) Administer/arrange chemoprophylaxis (if available) to appropriate contacts in collaboration with and under the recommendation of Northern Kentucky Health Department Epidemiology Services per treatment guidelines outlined in the most recent edition of the *Red Book*® *Report of the Committee on Infectious Diseases* (<https://redbook.solutions.aap.org/redbook.aspx>).
  - (d) Prepare a news release for University Communications, NKU University Police, students, parents, and the public who call with questions. Public statements will only be issued by University Marketing and Communications.

## VIII. REPORTING REQUIREMENTS

The Director of Health Services is required to report the involved student, faculty, or staff member's information to the local health department per Kentucky statutes:

- [KRS 214.010](#) – Physicians and heads of families to report diseases to local board of health
- [KRS 214.020](#) – Cabinet to adopt regulations and take other action to prevent spread of disease
- [KRS 214.645](#) – Reporting system of HIV-positive persons – Confidentiality and reporting requirements – Reporting system surveillance, assessment, and restrictions
- [902 KAR 2.020](#) – Reportable disease surveillance

The Kentucky Department for Public Health [Reportable Disease Form](#) will be used for communicable disease reporting.

## IX. REFERENCES AND RELATED MATERIALS

### REFERENCES & FORMS

Kentucky Department for Public Health: [Kentucky Reportable Disease Form](#)

### RELATED POLICIES

NKU Emergency Operation Plan, Infectious Diseases Pandemic Plan, Support Annex A & B

### REVISION HISTORY

| REVISION TYPE | MONTH/YEAR APPROVED |
|---------------|---------------------|
| Revision      | October 15, 2020    |
| Policy        | December 6, 2011    |
|               |                     |

# COMMUNICABLE DISEASE

## PRESIDENTIAL APPROVAL

**PRESIDENT**

Signature

*Ashish K. Vaidya*

Date 10/15/2020

Ashish K. Vaidya

## BOARD OF REGENTS APPROVAL

**BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)**

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.  
Date of Board of Regents meeting at which this policy was reported: 11/11/20.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- The Board of Regents approved this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- The Board of Regents rejected this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

**VICE PRESIDENT AND CHIEF STRATEGY OFFICER**

Signature

*Bonita Brown*

Date 12/04/2020

Bonita J. Brown