

MANUAL OF POLICY

Title	Employees With or Who Have Been Exposed to Communicable Diseases	4400
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	As Amended by Board Minute Order Dated June 23, 2020	

I. Purpose

The President is authorized to establish workplace and confidentiality procedures relating to communicable diseases, including exposure to communicable diseases. Strict confidentiality procedures will be followed at all times. The medical history or records of any employee are considered confidential information and may, therefore, not be released without the individual's written consent except as otherwise provided by law.

II. Policy

Communicable disease means an illness due to an infectious agent or its toxic products that arises through transmission of that agent or its products from a reservoir to a susceptible host and as further defined in the Communicable Disease Prevention and Control Act, Article 4419b-1, V.A.T.S. Communicable diseases include, but are not limited to, rubeola (measles), mumps, rubella (German measles), influenza, infectious mononucleosis, chicken pox, viral hepatitis-A, viral hepatitis-B, human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex, sexually transmitted diseases, coronaviruses, and infectious meningitis. In this policy, HIV infection includes AIDS, AIDS-Related Complex, and a positive test for the antibody to human immunodeficiency virus. In this policy coronaviruses include SARS, COVID-19, and other related virus as determined by Center for Disease Control and Prevention (CDC).

Non Discrimination

The College shall not discriminate against an employee solely on the ground that the employee has, or has-been exposed to, a communicable disease. In the case of a confirmed or suspected exposure, reasonable accommodations in accordance with applicable law and local health department recommendations will be made.

COVID-19

Employees who are sick with COVID-19 symptoms, have tested positive, or have been exposed to someone with COVID-19 must inform the Office of Human Resources and should follow CDC guidelines to self-isolate or stay home.

Other Provisions Concerning Communicable Diseases

Employees shall be subject to the following provisions:

a. Medical Examination

Employees are required to seek appropriate medical advice from a medical professional or the local health department. Medical professionals will determine if the employee should be tested, and the local health department will determine the next steps, in accordance with their procedures, if an employee is confirmed positive for communicable diseases, including coronavirus.

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b. Confidentiality of Information

Medical information relating to the communicable diseases of an employee will be disclosed to responsible College officials only on a strictly limited need-to-know basis. College officials will protect the privacy of all parties involved and the confidentiality of the information received.

c. Restricted Access

The College, after consulting with the local health department, has the authority to restrict an employee under these provisions from campus facilities for the purpose of ensuring the well-being of all of its faculty, staff, and students. Any restrictions applied to the use of campus facilities or personal contact will be on a case-by-case basis and implemented for a time and manner in accordance with recommendations from the local health department.

d. Disciplinary Action

Employees who have been prohibited to access College facilities, programs, functions, and campus activities under the provisions of this policy and who continue to access prohibited College facilities, programs, functions and campus activities, will be subject to disciplinary action up to and including termination.

e. Faculty and Staff Responsibility to Report

Faculty or staff who have been informed by a student, an employee, or another person of exposure to a communicable disease, including coronavirus, or who present symptoms will notify the Office of Human Resources immediately as permitted by local, state, and federal laws. The Office of Human Resources will then notify the appropriate departments as deemed necessary.

The Director of Human Resources or designee shall report to the local health department an employee who has or is suspected of having the communicable diseases per the Texas Health and Safety Code, Chapter 81, Communicable Diseases.

Written procedures for employees that include provisions relating to reporting to the Office of Human Resources, returning to work, and other protocols are maintained by the Office of Human Resources. The student procedures are maintained by Office of Counseling and Student Disability Services.

III. History

Origination Date Approved by Board	November 9, 1995
Date Reviewed and Approved by Board	November 18, 1998 May 26, 2020 June 23, 2020