

SECTION: 5.0 STUDENTS

SUBJECT: COMMUNICABLE DISEASE

Title: Response to a Reportable Communicable Disease

Background: This policy describes how Lewis-Clark State College (LC State) will respond to the presence of a reportable communicable disease on campus or one that could impact campus operations.

Point of Contact: Senior Vice President / Vice President for Student Affairs, Director of Public Safety, Director of Human Resource Services

Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy: Vice President for Academic Affairs

Date of approval by LC State authority: September 5, 2024

Date of State Board Approval: N/A

Date of Most Recent Review: September 2024

Summary of Major Changes incorporated in this revision to the policy: The policy is being updated to eliminate some of the specific references to and definitions associated with the institution's response to the COVID-19 pandemic.

1. General Purpose: The college is committed to providing a safe working, learning, and living environment for all members of the college community by preventing and/or minimizing the spread of communicable diseases. The college incorporates the guidance of public health officials to prevent and/or minimize the transmission of communicable diseases into its policies and protocols. This policy establishes the responsibilities and guidelines for the effective management and prevention of communicable diseases affecting the college community.

2. Definitions

A. Communicable Disease

“Communicable Disease” is an infectious disease that is spread from person-to-person. Communicable diseases that may significantly threaten the health and safety of the college community and are reportable to the campus administration include, but are not limited to:

- Cholera
- Diphtheria
- Hepatitis A
- Meningitis (viral and bacterial)
- Measles
- Mumps
- Novel viruses
- Pertussis
- Rubella
- Rubeola
- Smallpox
- Tuberculosis

Other less infectious communicable diseases not reportable to the campus administration, but in which an individual should consult with their healthcare provider include, but are not limited to:

- Influenza
- Mononucleosis
- Pneumonia

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- Methicillin-resistant Staphylococcus aureus (MRSA) skin infections
 - Norovirus
 - Sexually transmitted infections and diseases (STIs and STDs)
 - Varicella (chicken pox)
- B. Contact Tracing: This is a process that involves identifying an individual who has a communicable disease (case) and their exposed contacts, then working with those individuals to interrupt disease transmission.
- C. Epidemic: This is the occurrence of more cases of disease than expected in a given area or among a specific group of individuals over a particular period of time.
- D. Exposure: This describes the mechanism and timing connected to person-to-person spread of communicable disease.
- E. Close Contact: The distance or space between two or more individuals and the length of time two or more individuals were within a given distance or shared space.
- F. Facial Covering: This is a reusable, clean covering or single-use disposable covering that covers the nose and mouth and which is closed at the bottom.
- G. Healthcare Provider: This is a licensed physician, nurse practitioner, or physician's assistant, or a certified athletic trainer.
- H. Isolate/Isolation or Quarantine: This is the sequestration of an individual from contact with the college community to prevent the spread of a communicable disease.
- I. Members of the college community: For purposes of this policy, this is all college employees, students, volunteers, visitors, and any individual who comes to college owned or controlled property for any purpose.
- J. Outbreak: The sudden rise in the incidence of a disease in a defined geographical area.
- K. Pandemic: This is an extensive epidemic that has spread over several countries or continents or the world, usually affecting a large number of people.
- L. Physical Distancing: This is a public health practice used to prevent the community spread of a communicable disease.
- M. Public Health Officials: This refers to local, regional, state, and national or federal health departments and agencies, such as Idaho North Central District, the Idaho Department of Health and Welfare, the Centers for Disease Control and Prevention (CDC), and the U.S. Department of Health and Human Services.

3. College Responsibilities and Procedures

- A. Responsibilities
- i. The college will maintain medical records and patient information in accordance with the Health Insurance Portability and Accountability Act (HIPAA), if and when required and applicable, and the Family Educational Rights and Privacy Act (FERPA). The confidentiality of individuals with a communicable disease will be maintained except when disclosure is necessary and authorized under Idaho law.
 - ii. The college will notify public health officials of any disease on the Idaho Reportable Disease List as set forth in IDAPA 16.02.10.

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- iii. When a college official is notified that a member of the college community has been diagnosed with a communicable disease, as noted above, and is a potential threat to public or campus health, the college official will take the following steps:
 - a) The college official will report the information, including contact information for the member, to the senior vice president / vice president for Student Affairs.
 - b) The senior vice president / vice president for Student Affairs will verify the information with Idaho Public Health or a healthcare provider and obtain consultation.
Idaho Public Health or other state agencies may assume control of the campus response as needed.
 - c) The senior vice president / vice president for Student Affairs will coordinate responses with other campus officials, including Public Safety, as needed. In situations involving campus employees, either directly or indirectly, Human Resource Services will assume a lead role in the campus response.
 - 1) Residence Life, Physical Plant, and Public Safety will be notified as needed to assist with the implementation of the campus response.
 - 2) Other campus officials will be enlisted as needed to assist in accommodating specific student or employee needs.
- iv. The college shall not unlawfully discriminate in policy or practice, including in admissions and employment, against individuals who have or are considered to be at risk for a communicable disease.

B. Communication and Outreach

- i. The college will develop and maintain a communication plan and any needed educational programs and outreach efforts once a communicable disease threat has been identified.
- ii. Educational programs and outreach efforts will utilize the most current medical and scientific information available and will address both contagion information and prevention measures, such as vaccinations.
- iii. The communications plan will address campus mandates based on the most current information available which all members of the college community are required to follow to ensure the health and safety of the entire campus community. Where required, emergency notifications for communicable disease outbreaks will be issued pursuant to college Policy 3.205 Emergency Notification and Timely Warnings.

C. Testing and Medical Care Resources

- i. The college will identify community and/or college locations for communicable disease testing or related services for students and employees if and when testing or related services are deemed necessary and appropriate.
- ii. The college will identify sources of qualified medical providers and will encourage individuals with a communicable disease to utilize such sources.

4. Student and Employee Responsibilities

A. Students, faculty, and other employees must adhere to the following health and safety responsibilities:

- i. Any student, faculty, or other employee with a confirmed communicable disease that is reportable to the college's administration, as defined above, must report that information to

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- the senior vice president / vice president for Student Affairs (students) or Human Resource Services (employees). A faculty who is made aware that a student has a communicable disease should refer the student to the senior vice president / vice president for Student Affairs. A supervisor who is made aware that an employee has a communicable disease should refer the employee to Human Resource Services.
- ii. Follow all interim safety measures and guidance issued by the college, absent medical inability, to stop or slow the progression of a communicable disease, which may include but is not limited to:
 - Physical Distancing, when required
 - Wearing a facial covering, when required
 - Submitting to screening, when required
 - Isolating or quarantining, when required
 - Assisting with cleaning and disinfecting work, classroom, student, or recreation space, when required
 - B. Faculty and other employees unable to comply with any recommended safety measures due to a medical condition should seek a reasonable accommodation through Human Resource Services. Students should seek reasonable accommodations through Accessibility Services.
 - C. Obtain advice from a healthcare provider if known or suspected to have a communicable disease and, if indicated, to obtain follow-up treatment.
 - D. Cease normal activities on campus (other than for purposes of seeking medical treatment), when required, following public health official guidelines if diagnosed with a communicable disease.
 - E. Cooperate with requests by the local public health district and the authorized college officials for contact tracing or investigation.
- 5. Responsibilities of the Senior Vice President / Vice President for Student Affairs (or designee)**
- A. The senior vice president / vice president for Student Affairs (or designee) is responsible for tracking epidemics, pandemics, and outbreaks of significant communicable diseases.
 - B. The senior vice president / vice president for Student Affairs serves as the chief advisor to the president on all health matters, including communicable diseases, which are related to faculty, other employees, and students.
 - C. The senior vice president / vice president for Student Affairs (or designee) will initiate an investigation after receiving a report of a potential communicable disease to determine the validity of the information. If the report is verified, and it is determined that the communicable disease poses a serious threat to the health and safety of the college community, the senior vice president / vice president for Student Affairs, will convey necessary information to the president and College Communications/Marketing of the situation.

Additional communication will be coordinated with the college's executive cabinet and the director of College Communications/Marketing.

Communication may take the form of special web sites/web pages or campus announcements.
 - D. The senior vice president / vice president for Student Affairs (or designee) will notify and work with the local public health district to provide appropriate diagnostic, prophylactic, and therapeutic measure for the affected individual(s) and for the health and safety of the college community.

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- E. The college president may appoint someone other than the senior vice president / vice president for Student Affairs to lead the college's response. In this case, the individual appointed by the president will assume the responsibilities assigned to the senior vice president / vice president for Student Affairs as outlined in this policy.

6. Procedures

- A. During a communicable disease outbreak, or notification of a rise in cases of a communicable disease within the campus or surrounding community, the Idaho State Board of Education (SBOE) may authorize any of the following to occur:
 - i. Temporary closure of the college or any of its buildings, campuses, programs, activities, or services by the SBOE and/or by order of the governor.
 - ii. Concurrence by public health officials and/or Human Resource Services that an employee(s) should be excluded from the workplace.
 - iii. Isolation of an ill or symptomatic student or employee, or quarantine of an exposed or potentially ill student or employee(s) by college administration or public health officials.
 - iv. The executive director of the SBOE and/or the college administration may institute such orders as necessary and recommended by public health officials to slow or stop the progression of a communicable disease, including but not limited to requiring members of the college community to observe all health and safety requirements on campus, which may include restricting an individual from attending college-sanctioned functions, restricting entry to campus residential and food service areas, etc.
- B. Managing a Student with a Communicable Disease
 - i. The campus community will notify the senior vice president / vice president for Student Affairs when a student is known or suspected to have a communicable disease.
 - ii. A qualified medical provider may examine, test, or consult with a student suspected of having a communicable disease and may determine appropriate medical care. Medical providers will work with college officials as necessary to acquire a list of possible persons at risk for that communicable disease.
 - iii. A student who is known or suspected to have a communicable disease may be subject to certain limitations, which may include restricting the student from attending face-to-face classes, obtaining meals in dining facilities, and reassigning the student to another college residential facility.
 - iv. The senior vice president / vice president for Student Affairs, in consultation with public health officials, will determine if the student should be excluded from campus, isolated, quarantined, returned home, sheltered in place on campus, or transferred to the hospital.
 - v. The senior vice president / vice president for Student Affairs will coordinate services needed for a student who is sheltered in place while maintaining confidentiality to the extent possible. The college president, or designee, will be informed of the matter and will determine if any information should be released publicly.
 - vi. The senior vice president / vice president for Students Affairs or other authorized college officials will provide guidance for when a student can be discharged from isolation or quarantine and returned to normal activity based on guidance from public health and/or established college protocols.

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vii. A student restricted from face-to-face classes or any other campus activity must be released for normal activity by the senior vice president / vice president for Student Affairs or other authorized college official.

C. Managing an Employee with a Communicable Disease

An employee may be excluded from normal campus activities, including reporting to the workplace, following Human Resource Services guidelines. The employee must not return to normal campus activities or the workplace until cleared to return by Human Resource Services to do so. The employee may be granted leave in accordance with the college's leave policies. The State of Idaho may adopt special leave policies in response to an outbreak or pandemic and, in these instances, those leave policies will supersede institutional policies.

In some situations and with approval, employees may be able to work remotely when allowed by state and/or college policy.

7. Enforcement and Violations

- A. Training and education related to this policy are the responsibility of the entire campus community.
- B. The college cannot practically monitor all interactions among members of the college community. While the college places priority on educating individuals of their responsibilities under this policy, the college may sanction students or discipline employees who knowingly put others in the college community at risk by failing to disclose that they are infected with a communicable disease in which reporting is required, or who do not follow interim safety measures and guidance issued by the college which is required to help slow or stop the progression of a communicable disease.
- C. Violations may result in:
 - i. Short-term removal from face-to-face classes pending an investigation and possible adjudication;
 - ii. Short-term cancellation or modification of college residential facility arrangements pending an investigation and possible adjudication;
 - iii. referral to the senior vice president / vice president for Student Affairs for student violations, which may result in action under the Student Code of Conduct (College Policy 5.105); or
 - iv. referral to the vice president for Academic Affairs for faculty or Human Resource Services for other employee violations, which may result in discipline, up to and including dismissal from employment.
- D. To report a violation of this policy, contact the senior vice president / vice president for Student Affairs at studentaffairs@lsc.edu or 208-792-2218.
 - i. For concerns about students, contact the Student Counseling Center at counseling@lsc.edu or 208-792-2211.
 - ii. Employees may utilize the Employee Assistance Program (EAP) by calling 1-800-922-2687.
 - iii. Anonymous reports/concerns may be made using the [Lighthouse Services](#) website or by calling 1-855-840-0070.

8. Campus Plans and Procedures

- A. The Emergency Response Plan can be accessed at: <https://www.lsc.edu/emergency-preparedness/plans-and-procedures>.
- B. For the purposes of taking actions, measures, and instituting procedures which require SBOE authorization under this policy and Idaho Code 33-3730, nothing herein shall be construed to

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prevent the board from delegating its authority to the executive director for the State Board of Education from time to time, as conditions warrant, to prevent a delay in a college public health response; in addition, the college may determine appropriate and timely public health actions which may then be authorized and ratified by the State Board of Education.