

## **INFECTIOUS DISEASE CONTROL POLICY FOR COUNTY COLLEGE OF MORRIS STUDENTS**

County College of Morris (CCM) will take proactive steps to protect the campus environment in the event of an infectious disease outbreak. It is the goal of the College during any such time or period to strive to operate effectively and ensure that all essential services are continuously provided and that students are safe within the campus.

CCM is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

In the event of an infectious disease outbreak, this policy and related procedures replaces and supersedes any other college policies and procedures on the following topics. It is understood that the policies herein are subject to change upon directives from State and Federal agencies.

### **Definitions**

1. Contagious Disease: an infectious disease that is spread from person to person through casual contact or respiratory droplets, which may lead to an epidemic or pandemic and threaten the health or safety of the College community. These diseases include but are not limited to: tuberculosis (TB); measles or German measles (rubella); certain strains of hepatitis and meningitis; SARS and certain strains of influenza; COVID-19. Other potentially less serious infectious diseases, such as chicken pox, seasonal flu, and pneumonia will be addressed on a case-by-case basis.
2. Epidemic: the occurrence in a community or region of cases of an illness clearly in excess of normal expectancy.
3. Pandemic: a disease epidemic that has spread across multiple continents or worldwide.

### **Preventing the Spread of Infection in the Campus**

CCM will foster a clean campus environment, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, classrooms, learning spaces, study rooms, activity spaces, door handles and railings. An emergency management team will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create rules that could be implemented to promote safety through infection control.

We ask all students to cooperate in taking steps to help prevent the spread of infectious diseases on campus by following simple, effective practices: wash your hands frequently with warm, soapy water; cover your mouth and nose when sneezing or coughing; and dispose of used tissues in a wastebasket. In the event of an infectious disease outbreak, alcohol-based hand sanitizers

will be available throughout campus including in common areas. We encourage students to consult with their medical providers or the public health offices of their respective government agencies to obtain information on making an informed decision on obtaining vaccines to common viruses such as Covid-19 as a measure to prevent the spread of viral infectious disease.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face challenges attending classes due to an infectious disease outbreak not related to CCM, should take steps to develop any necessary contingency plans. For example, students may want to speak to their faculty members to see if they are able to arrange for alternative methods for participating in classes or completing course requirements.

### *Notification*

The College is required by law to notify Morris County Health Department of all cases of reportable infectious disease. Due to the contagious nature of infectious diseases and the requirements imposed on the College by law, it is necessary for the College to be aware of all persons diagnosed with, exposed to, or who exhibit symptoms of a significant infectious disease.

Students and employees who have been diagnosed, exposed to, or show signs of significant infectious diseases, whether symptomatic or not, should self-isolate and report the information via e-mail or phone to the appropriate College administrator listed below. Medical information relating to the communicable diseases of a student or employee will be disclosed to responsible College officials only on a strictly limited need-to-know basis.

Notification Procedures for Employees, Students, Visitors, and Contractors with a Significant Infectious Disease:

- Employees—report to the Office of Human Resources, 973-328-5035 (Benefits Officer) and to the employee’s local Department of Health, based on residency.
- Students—report to the Dean of Students Office, 973-328-5170, (Assistant Vice President of Student Affairs) and to the student’s local Department of Health, based on residency.
- Visitors—report to the Office of Human Resources, 973-328-5035 (Benefits Officer) and to the individual’s local Department of Health, based on residency.
- Contractors—report to the Office of Human Resources, 973-328-5035 (Benefits Officer) and to the individual’s local Department of Health, based on residency.

Request for Accommodation from Employees and Students with a Significant Infectious Disease:

- Employees—to the Office of Human Resources, 973-328-5039 (Vice President of Human Resources and Labor Relations).
- Students—to the Office of Accessibility Services, 973-328-5284 (Accessibility Services, Main Line).

*Travel*

During periods of an infectious disease outbreak, travel may be restricted. Students traveling to or returning from travel to countries that are restricted by federal, state, or local agencies or organizations will be required to notify the Dean of Students Office before returning to campus. The student will be required to follow the CDC recommendations for self- and/or public-health-official- imposed quarantine. Students will not be permitted back on campus without medical clearance, and the college reserves the right to require a second medical opinion. Students should check the College website regularly for updates to restrictions, which may change, should an infection spread either domestically or internationally.

*Staying Home When Ill*

While students often attend classes despite feeling unwell, during an infectious disease outbreak they are strongly encouraged to remain home if experiencing symptoms. Students should promptly contact the Dean of Students Office for guidance on how to address their medical condition in relation to their academic responsibilities.

During an infectious disease outbreak, it is critical that students do not attend classes while they are ill and/or experiencing symptoms which may include, but are not limited to, fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Students with an infectious disease should remain at home until they are symptom free, without the use of medications, in accordance with current CDC recommendations.

*Requests for Medical Information and/or Documentation*

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, the Dean of Students Office would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to the College campus. As always, we expect and appreciate your cooperation if and when medical information is sought.

*Confidentiality of Medical Information*

No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of the student, employee, or other College community member unless required or allowable under local, state, or federal law.

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is limited to those permitted under the Family Educational Rights and Privacy Act (“FERPA”) and the HIPAA (Health Insurance Portability and Accountability Act of 1996) Privacy Rule (See 45 C.F.R. Part 160 and Subparts A and E of Part 164), when applicable.

Medical information relating to contagious diseases of persons within the College community will only be disclosed to responsible College officials on a need-to-know basis.

### *Essential Operations*

In the event there is limited access to on-site operations or if the College is closed, senior leadership has the authority to designate personnel needed to staff emergency/essential operations. These essential personnel are required to report to work as assigned unless documentation is provided to certify the illness of the employee and/or a member of the employee's family.

### **Social Distancing Guidelines for Campus Infectious Disease Outbreaks**

In the event of an infectious disease outbreak impacting the CCM community, CCM may issue directives implementing the social distancing guidelines below to minimize the spread of the disease among the staff and students.

*During the class day, students may be requested to:*

1. Wear face coverings as mandated by public health officials or by the college. If unable to wear a face covering due to a medical reason, contact the Dean of Students Office to apply for a medical accommodation.
2. Practice social distancing as mandated by public health officials or the college.
3. Avoid meeting people face-to-face. Students are encouraged to use phones, e-mail, virtual meeting platforms or other digital communication platforms to conduct business as much as possible. This applies to situations such as meeting with a faculty member for advising or for a tutoring session.
4. If a face-to-face meeting is unavoidable, minimize the meeting time, be prepared to meet in a larger meeting room and sit at least six feet apart from each other if possible and avoid person to-person contact such as shaking hands.
5. Avoid congregating in open areas around campus where people socialize.

### **Non-Discrimination/Anti-Harassment**

Discrimination or harassment of employees or students having or regarded as having a contagious disease is prohibited and in violation of applicable College policies.

### **Sanctions**

County College of Morris is a community of individuals. As such, we must strive to recognize the dignity and worth of each member of our community. It is, therefore, the policy of the College that each individual, regardless of status (student, administrator, support staff or faculty member) must treat every other individual, irrespective of status, rank, title, or position, with dignity and respect. As a member of the College community, students must comply with reasonable directions of College officials. Failure to comply with College

policy, procedures, regulations, or protocols during a major health emergency may result in disciplinary actions in accordance with the Student Code of Conduct.

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