



## Infectious Disease Control Policy

Responsible Division: Student Affairs  
Responsible Office: Health and Disability Services  
Issue Date: March 25, 2020  
Revision Date:  
Next Scheduled Review: March 25, 2021

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### **Purpose:**

Alcorn State University will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Alcorn State University during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Alcorn State University 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.

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

Alcorn State University will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious-frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

### *Limiting Travel*

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.

Employees should avoid public transportation when possible.

#### *Telecommuting*

Please see Alternate Work Location Policy and Telecommuting Guidelines found at <https://www.alcorn.edu/discover-alcorn/university-policies/human-resources>

#### *Staying Home When Ill*

Many times, with the best of intentions, employees report to work even though they feel ill. Alcorn State University provides paid sick time and other benefits to compensate employees who are unable to work due to illness. Please see Major Medical Leave, 9-Month Employees at [https://www.alcorn.edu/uploaded/files/finadmin/POLICIES/HUMAN\\_RESOURCES/Major\\_Medical\\_\(Sick\\_Leave\)\\_9-Month\\_Employees.pdf](https://www.alcorn.edu/uploaded/files/finadmin/POLICIES/HUMAN_RESOURCES/Major_Medical_(Sick_Leave)_9-Month_Employees.pdf); Major Medical (Sick Leave, 12 Month Employees at [https://www.alcorn.edu/uploaded/files/finadmin/POLICIES/HUMAN\\_RESOURCES/Major\\_Medical\\_\(Sick\\_Leave\)\\_12-Month\\_Employees.pdf](https://www.alcorn.edu/uploaded/files/finadmin/POLICIES/HUMAN_RESOURCES/Major_Medical_(Sick_Leave)_12-Month_Employees.pdf).

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing symptoms of the occurrence described by the CDC, MSDH, or University Health Services. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness, such as influenza remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill may be sent home, or required to take leave in accordance with these health guidelines.

#### *Requests for Medical Information and/or Documentation*

If you are out sick or show symptoms of being ill, it may become necessary for Human Resources to request information from you and/or your health care provider. In general, we would request medical information to confirm you 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 work. As always, we expect and appreciate your cooperation when medical information is sought.

#### *Confidentiality of Medical Information*

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, medical and safety personnel, and government officials, as required by law.

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

In the event of an infectious disease outbreak, Alcorn State University may implement these social distancing guidelines to minimize the spread of disease among the staff.

During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.

2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six (6) feet from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in workrooms, break rooms, pantries, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

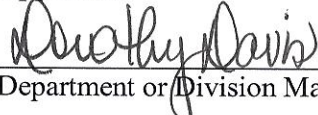
#### Outside activities

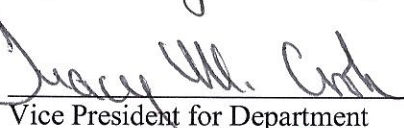
Employees might be encouraged, to the extent possible, to:

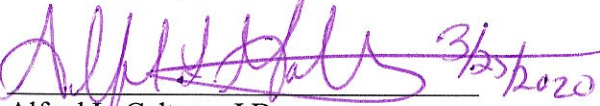
1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush hour crowding on public transportation.


In all instances, employees are urged to take necessary precautions to avoid transmission or spread of infectious disease.

#### Approvals:

  
\_\_\_\_\_/Ms. Dorothy Davis, MSN, RN  
Department or Division Manager

  
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Vice President for Department

 3/25/2020  
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Alfred L. Galtney, J.D.  
Executive Director for Institutional Compliance/CCO

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