

**SIU SCHOOL OF MEDICINE
INFECTION CONTROL
EMPLOYEE COMMUNICABLE DISEASE POLICY**

**CATEGORY: INFECTION CONTROL PRECAUTIONS
FOR EMPLOYEES WITH COMMUNICABLE
DISEASE**

APPROVED:

REVIEWED:

REVISED:

PURPOSE: The purpose of this policy is to control and prevent the spread of communicable diseases from employees and medical students in the health care setting to patients, visitors, other employees, medical students, and third parties. SIU Infection Control will monitor those employees, medical students, volunteers or contract employees who have an unscheduled absence and/or positive stool or throat cultures due to a communicable disease process. The CDC and IDPH guidelines on communicable diseases will be followed to determine when an employee, medical student, volunteer or contract employee is free of a communicable disease and may return to work.

PROCEDURE:

- 1. An employee is required to follow department guidelines when due to a medical reason he/she is unable to work as scheduled. The employee will be advised to follow the Communicable Disease Policy if symptomatic of infectious disease(s).**
- 2. Department managers are responsible for having a sick call-in process in place to identify employees with signs and symptoms of communicable diseases. Educational institutions are responsible for the education of students regarding communicable disease policy pursuant to educational affiliation agreements. Infection Control is available for consultation.**
- 3. Employees, medical students, volunteers and contract employees are to notify Infection Control immediately if diagnosed with one of the diseases listed or if he/she develops symptoms of an infectious/communicable disease.**
- 4. Any employee or medical student who is absent due to a communicable disease must be deemed free of the communicable disease and/or non-transmissible to others at the work place before returning to work. Infection Control will notify the the appropriate manager that the employee is required to have return to work permission from IC. IC will not disclose the disease to the manager.**
- 5. CDC/IDPH guidelines will be posted in each department for determining when an employee is free of communicable disease.**

- 6. All employees and medical students, volunteers, or contract workers who report a communicable disease medical diagnosis to Infection Control, are required to comply with the IC instructions for return to work.**
- 7. Department managers will not allow any employee on restriction from IC to work until notified by IC that the employee is allowed to return to work.**
- 8. All employees, medical students, volunteers, and contract employees are required to read this policy and attachments, which list all the communicable diseases that must be reported to the manager and Infection Control Coordinator. Review of this policy and attachment will be done at the time of hire or before providing patient care services, and an acknowledgement will be signed at that time. An annual review of the policy will be conducted with employees, medical students, volunteers, and contract employees.**
 - A. Infection Control will log and document all communicable disease processes, reported by employees, medical students, volunteers, and contract employees.**
 - B. All managers will notify the Infection Control Coordinator of unusual occurrences or trends in communicable disease occurrence that require further investigation.**
 - C. Infection Control will report occurrences by listed disease annually to the Infection Control and Safety Committee and provide an evaluation of the program's effectiveness.**

COMMUNICABLE DISEASE POLICY FOR EMPLOYEES LIST OF DISEASES

CALL INFECTION CONTROL COORDINATOR IF YOU ARE DIAGNOSED WITH ANY OF THE FOLLOWING ILLNESSES:

Diseases named as or caused by

- **Chicken pox**
- **Chicken pox, if you have been exposed and not had chicken pox**
- **Diarrhea caused by Amebiasis, Cholera, Cryptosporidiosis, E. coli 0-157, Giardia, Salmonella, Shigella**
- **Draining wound caused by Staphylococcus aureus (both MRSA/MSSA)**
- **Hepatitis A**
- **Herpes simplex on the hand – like a cold sore on the hand**
- **Impetigo**
- **Influenza**
- **Lice**
- **Measles**
- **Mumps, active**
- **Mumps, if you have been exposed and not had mumps**
- **Pink eye – conjunctivitis (viral)**
- **Resistant organisms colonized or infected such as MRSA, VRE, others**
- **Rubella, active**
- **Rubella, if you have been exposed and not had rubella**
- **Scabies**
- **Shingles**
- **Shingles, if you have been exposed and not had chicken pox**
- **Strep Throat caused by Group A Streptococcus**
- **Tuberculosis (TB)**

- **Anthrax**
- **Boils caused by Staphylococcus aureus (Staph)**
- **Brucellosis**
- **Diphtheria**
- **Leprosy (Hansen disease)**
- **Meningitis caused by Neisseria meningitis**
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- **Typhoid Fever**
- **Whooping cough**
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PREVENTION AND CONTROL COMMUNICABLE DISEASE FROM HEALTH CARE WORKERS

PURPOSE

To prevent and control the spread of communicable diseases from employees and medical students in the health care setting to patients, visitors, other employees and third parties.

POLICY

Definitions:

- **Employee, for the purposes of this policy, shall mean SIU SOM employees, volunteers and contract employees.**
 - **Student, for the purposes of this policy, shall mean an individual matriculating at an institution of higher education who is at SIU SOM for academic purposes only. Students who are also hired as employee will function under the guidelines for employees when acting as an employee.**
 - **Rules for employee return to work after infection has resolved are adopted from the CDC Guideline for Infection Control in Hospital Personnel 1998 and the IDPH, The Control of Communicable Disease, Rules and Regulations, July 1994.**
1. **Department managers are responsible to have a process to identify and to monitor illness in the employees. Identification and control of employees with communicable diseases are a cooperative process between department managers and the Infection Control Coordinator. Educational institutions are responsible for the identification and control of students with communicable disease pursuant to educational affiliation agreements.**
 2. **This policy is to assure compliance with applicable regulations and is not intended to require employees to seek medical care and treatment they would not otherwise obtain.**
 3. **Infection Control shall assume responsibility of monitoring the occurrence of communicable disease among employees and for assuring that the institution complies with all applicable rules and regulations regarding return to work.**
 4. **The Infection Control Division shall assume responsibility for monitoring CDC guidelines and IDPH regulations and shall consult with ICSC when changes in applicable regulations occur.**
 5. **The Infection Control Coordinator shall assume responsibility for informing SIU SOM departments of their responsibility and for providing a current copy of this policy.**

PROCEDURE

Education and verification of employee knowledge of policy.

- 1. Employees will be provided orientation and education on the policy with any assistance for understanding of the policy provided by the supervisor. Annual review will be part of the mandatory education process. The employee signs the attendance sheet when present for the review.**
- 2. Medical students will be provided orientation at the first year and at the OSHA annual review presented by Infection Control during the annual orientation of each medical student class.**
- 3. Contract employees will receive orientation by their supervisor and annual review by the supervisor, with documentation provided to Infection Control Coordinator.**
- 4. Volunteers will receive orientation by the Infection Control Coordinator with annual review being provided by assigned managers.**
- 5. The list of communicable diseases will be posted in all departments.**
- 6. Educational institutions will be provided a copy of the policy. Compliance with the return to work criteria shall be the responsibility of the educational institution.**

REPORTING AND CONTROLLING EMPLOYEES WITH APPLICABLE DIAGNOSIS.

- 1. Infection Control will log and document all communicable disease processes reported by employees.**
- 2. Infection Control Coordinator will notify the Infection Control and Safety Committee, (ICSC), of unusual occurrences or trends in communicable disease occurrences that require further investigation.**
- 3. Infection Control Coordinator will report occurrences by listed disease annually to the Infection Control and Safety Committee and provide an evaluation of the program's effectiveness.**

**COMMUNICABLE DISEASE POLICY FOR EMPLOYEES AND MEDICAL STUDENTS
FLOWCHART OF PROCESS**

Employee ill at work

Employee calls in ill

**Supervisor reminds employee of
Communicable Disease Policy and sends
employee home**

**Supervisor reminds employee of
Communicable Disease Policy**

If employee is diagnosed with a communicable disease listed, he/she is to call IC immediately. Leave a message if IC is not available. Phone number is 545-9759.

Infection Control notifies employee's supervisor that employee has restrictions before he/she can return to work.

Employee takes documents to meet the disease criteria to return to work to IC prior to returning to work. Copies of documents will be given to Employee Unit and/or HR

IC will notify the employee's supervisor that the employee can return to work.
