

220.090 – COMMUNICABLE DISEASE POLICY

Date Revised: May 2017

POLICY

Maine Media Workshops + College recognizes the inherent risks to the Maine Media community associated with communicable diseases. In an effort to promote appropriate health standards and safety, the Maine Media community is expected to comply with Maine Media's established rules, processes and procedures regarding notifiable communicable diseases to reduce risk of contracting or transmitting communicable diseases.

SCOPE

This Communicable Disease Policy (Policy) applies to the entire Maine Media community, which is defined as including but not limited to all students, faculty, employees, and any other person(s), groups, or organizations affiliated with Maine Media Workshops + College.

DEFINITIONS

For the purposes of this Policy, the following terms shall have the meanings specified below:

- The term "communicable diseases" refers to diseases, which are capable of being transmitted to other individuals in various ways.
- The term "epidemic" refers to when an infectious disease spreads rapidly to many people (e.g. SARS).
- The term "pandemic" refers to a global disease outbreak (e.g. HIV/AIDS).

ADMINISTRATIVE RULES

Notifiable Disease Public health officials at state health departments and the Centers for Disease Control and Prevention (CDC) collaborate in determining which diseases should be nationally notifiable. A disease may be added to the list as a new pathogen emerges or may be deleted as its incidence decreases. It is the responsibility of the Maine Media community to review this list and inquire about the currency and possible changes to this list which may be accessed online at:

<https://www.cdc.gov/nndss/conditions/search/>

PROCEDURE

Reporting Notifiable Communicable Diseases

Employees and students who are infected with a notifiable communicable disease are to report such information to the appropriate designated Maine Media COT member so Maine Media may respond promptly and appropriately. Failure by employees or students infected with a notifiable communicable disease to report may result in disciplinary action up to and including dismissal.

Students, faculty, employees, and any other person(s) or any other representatives of Maine Media who are directly advised of; or become aware of someone (e.g. employee, student, etc.) who is infected with a notifiable communicable disease are to immediately advise (without exception) one of the COT member named below.

DESIGNATED INDIVIDUALS

Campus Oversight Team (COT):

President, Meg Weston	207-236-8581 x 350	cell: 207-650-8937
VP Academic Affairs, Elizabeth Greenberg	207-236-8581 x 353	cell: 207-542-2238
Dir, Student Services, Kerry Curren	207-236-8581 x 303	cell: 207-236-2705
Dir, Finance and Admin, Cathi Finnemore	207-236-8581 x 360	cell: 207-542-5327

With the exception of blood borne pathogens such as Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), Human immunodeficiency virus (HIV) infection and Positive HIV antibody status, sexually transmitted diseases need not be reported to Maine Media. Medical information relating to the communicable diseases of an employee or student will be disclosed to other responsible Maine Media officials only on a limited need-to-know basis.

Seeking Care for a Communicable Disease

Persons who are infected with a communicable disease are expected to seek expert medical advice and are encouraged to advise local health authorities. Communication within Maine Media should become aware of a published concern by national, state or local officials regarding a communicable disease, which has reached a pandemic stage, Maine Media shall regularly monitor the situation by communicating with local and state health officials and by reviewing media sources. In turn, Maine Media will formally communicate such findings with the Maine Media community as well as, information about the disease and prevention. The President, Vice President of Academic Affairs, Director of Finance & Admin and/or Director of Student Services is charged with formulating, ensuring accuracy of information and appropriate approvals, and distributing email/text messages to constituencies of the entire Maine Media community. No individual or department other than the President, Vice President of Academic Affairs, Director of Finance & Admin and/or Director of Student Services is to create or distribute messages for these audiences. When the need arises for an immediate communication to any of these groups, it must be coordinated through the specified individuals mentioned above.

Persons who know or who have reason to believe that they are infected with a notifiable communicable disease have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others. Students and employees who have notifiable communicable diseases, whether symptomatic or not, will be allowed regular classroom and work attendance in an unrestrictive manner as long as they are physically able to attend classes, Maine Media activities and /or work; are able to perform their essential job functions or educational requirements and medical evidence indicates they do not pose a medically proven threat to themselves or others or a threat for transmission of the disease or condition.

Any individual who knowingly or willingly transmits a notifiable communicable disease may be subject to Maine Media's disciplinary procedures. Criminal penalties may also apply.

Reporting Illness to Local/State Authorities

A designated Maine Media official or their designee shall report to the local health authority a suspected case of a reportable disease as defined by state law and/or relevant County Board of Health.

Closings

Should a communicable disease reach a pandemic level within the service area, after consulting with local health officials, Maine Media may be closed temporarily if designated Maine Media officials feel it is in the best interest of the community.

Restrictions

Maine Media reserves the right to exclude a person with a communicable disease from Maine Media facilities, programs, and functions if Maine Media makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of other members of the community.

Privacy

Maine Media shall comply with all pertinent statutes and regulations which protect the privacy of persons in the community who have a communicable disease. Maine Media's decisions involving persons who

have communicable diseases shall be made on a case-by-case basis, based on current and well-informed medical judgments concerning the disease; the risks of transmitting the illness to others; the symptoms and special circumstances of each individual who has a communicable disease; federal and state disease control laws; state public health recommendations; and a careful weighing of the identified risks. Maine Media will obtain appropriate medical direction, when necessary, to ensure that an individual's condition does not pose a significant risk of substantial harm to themselves or to others.

Standard of Conduct toward Individuals with a Communicable Disease

Employees who have unwarranted fears of exposure will not be allowed to refuse to work with individuals affected by communicable disease. In addition, it is unacceptable for employees to spread rumors regarding situations involving communicable disease where such rumors may affect the privacy, dignity and well-being of others. Behavior of this nature will not be tolerated at Maine Media and will lead to appropriate discipline up to and including dismissal.

Preventative Measures

Employees and students are required to use proper hand and equipment sanitizing techniques and practice good hygiene at all times. Additionally, all employees and students are to complete any specified safety training to learn, practice and successfully perform all skills and tasks that will assist them in limiting exposure.