

**TEMPLATE**  
**INFECTION CONTROL**  
**EMPLOYEE/STUDENT COMMUNICABLE DISEASE POLICY**

**Approved:**

**Reviewed:**

**Revised:**

**PURPOSE:**

The purpose of this policy is to control and prevent the spread of diseases to and from employees, students, visitors, volunteers or other parties in the school setting. The designated health staff (student health services/school medical staff) will monitor employees, students or other persons that have an unscheduled absence or upon health staff notification of a possible diagnosed communicable disease.

**IDPH Rationale:** In the event of a wide spread communicable disease outbreak such as pandemic influenza, the IDPH recommends that schools have a working document stating the nature of the policy and procedures to provide guidance and clarification of actions that may be taken.

**POLICY:**

1) To prevent and control the spread of communicable diseases among employees, students, visitors and other parties associated with the school.

**IDPH Rationale:** Suggested statement of policy.

2) This policy is to assure compliance with applicable standards and regulation of communicable disease and is not intended to require students/employees to seek medical care they would not otherwise obtain

**IDPH Rationale:** Suggested clarification of the policy statement

3) The designated health staff will monitor the occurrence of unscheduled absences and potential trends in illness or symptoms among employees and students.

**IDPH Rationale:** We understand that most schools have medical personnel or assistants that are designated to attend to the health of the students and may occasionally monitor the health of employees/volunteers and visitors. It is our assumption that it is the policy of the school to receive calls notifying the administration of any student or employee that will not be in attendance at the school on any given work or school day. We also assume that it is the practice of attendance personnel to inquire of the students/parents/employees the basic nature of the absence and report this information to the health staff. The health staff should use this information to determine what actions are needed.

4) The designated health staff will read and implement guidelines and regulations provided by the CDC and IDPH and Local Public Health related to communicable disease.

**IDPH Rationale:** We believe that it is essential that the health staff of your school have a process to monitor any available documents and guidance related to communicable disease outbreaks that may be occurring in the nation, Iowa, or your community in order to appropriately implement your school's preparedness plans and processes.

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5) The designated health staff will serve on any committee designed to plan and protect the health of students and/or employees.

**IDPH Rationale:** We recommend that a communicable disease committee representing school officials and health staff, including those responsible for implementing this policy, is formed in your school to prepare and plan for a widespread communicable disease outbreak such as pandemic influenza.

### **PROCEDURE:**

1) Employees and students are required to follow standard school procedures/guidelines when due to a medical reason he/she is unable to work or attend class as scheduled. (Reference to your schools current procedures)

**IDPH Rationale:** See rationale for # 3 in policy.

2) Employees are responsible for following an established sick call-in process to identify staff with signs and symptoms of communicable diseases. (Reference to your schools current procedures)

**IDPH Rationale:** See rationale for #3 in policy.

3) Student handbooks/orientation (available to parent/guardians) will include written instructions for each student with procedures for sick call-in processes and when to return to class. (Reference to your schools current procedures or specific document)

**IDPH Rationale:** See rationale for #3 in policy

4) Employees should be provided orientation and education on the policy by each supervisor. Annual review will be part of the mandatory education process. (Reference to your schools current procedures or specific document)

**IDPH Rationale:** A communicable disease outbreak in a school may easily compromise the day to day essential functions that the school provides to students and the community; it is essential that all staff have an understanding of the policy and processes therein.

5) The designated attendant or health staff will document symptoms reported by ill employees/students in order to identify the health status of the school's community.

**IDPH Rationale:** See rationale for # 3 in policy.

6) Administrative staff and Local Public Health will be notified immediately of reports of unusual diseases or clusters of specific diseases, symptoms or significant trends in communicable disease occurrences. For any reason if absences of 10% of staff/students occur this should be immediately reported to Local Public Health

**IDPH Rationale:** Community physicians, Local Public Health and the IDPH may not be aware of trends of symptoms, clusters or unusual diseases nearly as quickly as your school. You are an essential tool in surveillance of any disease as a relatively large percentage of your community's population is represented in your school. Therefore the information you provide may be the first link in identifying and containing a communicable disease outbreak in your community.

**SUPPORT DOCUMENT TO:**

**INFECTION CONTROL**  
**EMPLOYEE/STUDENT COMMUNICABLE DISEASE POLICY**  
**TEMPLATE**

This template has been developed in response to a potential identified gap in preparedness planning at the local school level. The template includes components that are intended to provoke discussion and initiate policy and procedure review or initiation and plan development. We hope that you find this document useful, but feel free to manipulate, re-create or use in this format.

**EXPLANATION OF THE TEMPLATE:**

The template is organized in a traditional style stating the purpose of the policy, the policy statements and procedures to implement the policy.

At the conclusion of each component is a **Rationale** statement. This statement is intended to provide guidance and understanding as to why the IDPH believes these are important components to consider. Please feel free to delete the rationale statements once you have individualized this policy to meet your policy need.

It is at the discretion of the school officials to discuss and determine if the language is appropriate for your school specific processes. We encourage you to review the language and add pertinent components to meet your needs, and to delete any components that are not relevant to your specific facility.