



**All DeLong's Facilities**

**Procedure #:  
CS-030**

**Communicable Disease  
Policy**

**Rev 1**

## **1. Purpose:**

**1.1** The purpose of this policy is to:

- 1.1.1** Safeguard the welfare of DeLong's, Inc. employees.
- 1.1.2** Manage the operations of DeLong's, Inc. in an effective and efficient manner.
- 1.1.3** Establish operating procedures appropriate to all constituents of DeLong's, Inc.

## **2. Scope**

**2.1** The policy shall be implemented for communicable diseases commonly found in the college population and which can be transmitted by air, object, or through casual contact. Examples of these communicable diseases are:

- 2.1.1** Varicella – (Chicken Pox)
- 2.1.2** Rubella
- 2.1.3** Rubeola
- 2.1.4** Meningitis
- 2.1.5** Hepatitis A
- 2.1.6** Tuberculosis

**2.2** The scope of this policy shall also include other communicable diseases that pose risks similar to the diseases listed above and which would put DeLong's, Inc. employees at risk.

**2.3** Excluded from this policy are communicable diseases transmitted through sexual contact, or though needle use, such as Hepatitis B and HIV.

## **3. Objectives**

**3.1** The objectives of the communicable disease policy are to:

- 3.1.1** Define communicable diseases
- 3.1.2** Identify reporting requirements
- 3.1.3** Identify individuals and groups with responsibilities in the presence (outbreak) of a communicable disease
- 3.1.4** Provide information about methods of self-protection for members DeLong's, Inc.

## **4. Policy and Procedures**

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- 4.1 It is the responsibility of an employee who has a confirmed communicable disease to report information to DeLong's, Inc. Human Resources for the health and safety of DeLong's, Inc. employees, the employee is expected to remain off work until the risk of infecting others has ended and until he/she can return to full duties.
- 4.2 Any employee who has a communicable disease and reports off sick as a result of the disease shall be required to present a doctor's certificate to his/her supervisor before being permitted to return to work. The doctor's certificate must certify that the employee poses no risk to DeLong's, Inc. employees as a result of the communicable disease.

## 5. Training

- 5.1 The Environmental, Health, and Safety Specialist shall implement training about communicable diseases. Training shall include.
- 5.1.1 Overview of Communicable Disease Policy.
  - 5.1.2 Overview of the methods of infection and communicability for the common communicable diseases.
  - 5.1.3 Methods of self-protection.
  - 5.1.4 Roles of staff when implementing the Communicable Disease Policy.


## 6. Definitions

- 6.1 The following definitions pertain to this policy:
- 6.1.1 **Communicable Disease** – A communicable disease is an illness due to a specific infectious agent or its toxic products which can be transmitted from one individual to another. A communicable disease may be transmitted directly from one body to another without the aid of other objects, e.g., kissing, sexual contact, droplet spray from sneezing, coughing, spitting, singing or talking. It may be transmitted indirectly when an object transmits the organism. Objects of transmission may be clothing, linens, utensils, food, water, milk, air, soil or insects.
  - 6.1.2 **Communicable Period** – The communicable period is that period of time or times during which the infectious agent may be transferred directly or indirectly from an infected person to another person.

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**7. Responsibilities**

- 7.1 It is the responsibility of all affected parties to report all communicable diseases to the Human Resources Director.

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