


(Insert your company/agency name.) Policies and Procedures	
Section 5: Health and Safety	
Policy Title: Infectious/Communicable Diseases in the Community	Policy Number: 5. 130
	Effective Date:
	Revision Date:
	Approved By:
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PURPOSE

To provide knowledge to employees/clients/families/other individuals on infectious/communicable diseases that arise in the community, which could threaten their health and safety and to give direction on how to effectively and efficiently control them.

POLICY

(Insert your company/agency name.) is committed to ensuring the safety of its employees/clients/families/other individuals, by establishing procedures for responding to the infectious/communicable diseases and for protecting the privacy of infected persons, in accordance with federal/state and local laws.

DEFINITIONS

1. Infectious Diseases


An infectious disease is an illness caused by a specific infectious agent or its toxic produces, which can be passed on from one individual to another. It may be transmitted directly from one body to another, without the help of other objects such kissing, sexual contact, droplet spray from sneezing, coughing, spitting, singing or talking. It may be passed indirectly when an object transmits the organism. Objects of transmission could be utensils, food, water, milk, clothing, linens, air, soil or insects. They include, but are not limited to:

- Malaria
- Strep Throat,
- Influenza (the flu)
- HIV/Aids
- Measles
- Mumps
- Rubella
- SARS
- Tuberculosis
- Common Cold
- Chicken Pox
- Conjunctivitis
- Hepatitis (A,B,C)
- Lice
- Ringworm
- Scabies
- Scarlet Fever
- Sexually Transmitted Diseases
- Yeast Infections

PROCEDURES

1. Employees, who become aware of an infectious/communicable disease, shall:
 - a. report any confirmed occurrences of infectious diseases to supervisor/management;
 - b. follow the policies and procedures for infection control; and,




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- c. take recommended training or refresher training for infection control.
2. Upon becoming aware of the infectious/communicable disease, Supervisor shall:
 - a. report it to the Local Health Authority, in accordance with Center for Disease Control and Prevention’s (CDC) mandate;
 - b. follow all medical advice from the appropriate health authority;
 - c. advise employees about its existence; and, review measures for dealing with it;
 - d. remind employees about the infectious/communicable disease policy including:
 - i. an overview of the policy; and,
 - ii. the location of the written policy.
 - e. provide general information and infections control measures to clients/families; and,
 - f. ensure that infection control practices are followed.
3. Should exposure to a blood-borne disease occur, Supervisor and employees shall follow the procedures outlined in *Reporting and Recording Exposure to Blood-borne Diseases*.
4. Supervisor shall ensure a “*Post Exposure Incident Report for Blood-borne Diseases*” is completed for any employee whose eye(s), mouth, other mucous membrane or non-intact skin has come in contact with blood, a potentially infectious material(s) or needle/sharp object(s) while performing his/her duties.
5. Supervisor and employees shall respect the privacy rights of individuals who have contacted an infectious/communicable disease.
6. Supervisors and employees shall not discriminate against individuals who have contracted an infectious/communicable disease or who have positive antibodies to a blood-borne disease.

GUIDELINES

1. Supervisor is responsible for ensuring the policy is followed.
2. Employees shall be given information on infectious/communicable diseases and their control measures.
3. Employees shall receive training on infectious/contagious diseases upon initial assignment and annually thereafter.
4. Training for infectious/contagious diseases shall include:
 - a. what infectious/contagious diseases are, how they are contacted, how they are transmitted and how they are controlled;
 - b. Occupational Safety and Health Administration (OSHA) standards;
 - c. Universal Precautions
 - d. employer’s policies and procedures;



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- e. employer's exposure control plan;
 - f. personal protective equipment;
 - g. engineering and work practice controls.
5. Training records shall include:
 - a. dates when training was given;
 - b. summary on what training was given;
 - c. names and credentials of person(s) providing the training; and,
 - d. names and positions of people attending the training sessions.
 6. Records are to be maintained for 3 years from the date of training.
 7. Clients/families/other individuals who have/been exposed to infectious/contagious diseases shall be given basic information including what infectious/contagious diseases are, how they are contacted, how they are transmitted and how they are controlled.

CROSS-POLICY REFERENCES

1. Infection Control
2. Universal Precautions
3. Blood-borne Diseases
4. Exposure Control Plan for Blood-borne Diseases
5. Recording and Reporting Exposure to Blood-borne Diseases

FORMS

1. Post Exposure Incident Report for Blood-borne Diseases

REFERENCES

1. Center for Disease Control and Prevention (CDC)
2. Department of Health and Human Services (HHS)

