

ORGANIZATIONAL PROCEDURE

PROCEDURE #8.24a	EFFECTIVE DATE	REVISED DATE
TITLE: COMMUNICABLE AND TRANSMISSIBLE DISEASE REPORTING	5/17/18	
<u>ATTACHMENT TO</u>	REVIEW DATES	
POLICY #: 8.24	1/17/19, 8/1/25, 5/5/26	
POLICY TITLE: COMMUNICABLE AND TRANSMISSIBLE DISEASE CONTROL		
CHAPTER: HUMAN RESOURCES		

I. PURPOSE

To establish that the management of employees who report a communicable and/or transmissible diseases is equitable to the affected employee while ensuring a safe work environment for all staff members.

II. PROCEDURES

- A. Employees must promptly notify their supervisor or the Human Resources department immediately upon learning of any exposure to a contagious disease. Contagious diseases are illnesses identified by public health authorities as posing a workplace risk. Failure to report such exposure may result in disciplinary action, up to and including discharge.
- B. An employee who has been diagnosed with a communicable or transmissible disease that poses a threat to other employees may be required to utilize paid leave time and/or leave without pay until the threat is removed. The employee may also be required to undergo a fitness-for-duty examination, to provide a fitness-for-duty certificate from a physician, or to state the risk of exposure in the workplace regarding his or her contagious illness prior to being permitted to return to work.
- C. LRE may remove or reassign an infected or contagious employee to other work or to other work areas to reduce or remove the threat posed to the employee, co-workers, or others.
- D. LRE may consult the Medical Director for guidance regarding a report of a communicable disease. If appropriate, the Medical Director will coordinate with the employee and their medical provider to address a communicable disease within the LRE workplace.
- E. Each situation will be evaluated based on the particular case, taking into consideration the desires and rights of the employee, the safety of the workplace, and the needs of the LRE.
- F. Supervisors will instruct employees about any special precautions necessary in individual work areas.
- G. An employee who refuses to work with or perform services for a person known or suspected of having a contagious disease that does not present a current direct threat in the workplace is subject to discipline, up to and including discharge.
- H. An employee concerned about being infected with a contagious disease while in the workplace should convey this concern to his or her supervisor.

III. CHANGE LOG

Date of Change	Description of Change	Responsible Party
8/1/2025	NEW Procedure (removed from policy)	Human Resources