

Guidelines for Notification of Communicable Diseases

Jackson State Community College (JSCC) recognizes the implications that the spread of a communicable disease can have on the health, safety and welfare of the campus community. Measures are taken daily by JSCC custodial staff to help prevent the spread of the common cold, flu, and other routine communicable diseases. On occasion, JSCC students or employees may contract a communicable disease that is more severe in nature. In these instances, timely notification is imperative.

Persons who know, or have reason to believe, they are infected with a serious communicable disease that can be spread through casual contact and can impact the health and safety of JSCC students, employees or visitors, should notify the appropriate college personnel by following the guidelines below:

Students who know, or have reason to believe, that they are infected with a serious communicable disease should immediately report it to their instructor, academic dean, or Vice President of Student Services. If the above are unavailable, they should report it to the Dean of Students. If offices are closed, they should report it to the Campus Police Department.

Employees who know, or have reason to believe, that they are infected with a serious communicable disease should immediately report it to the Director of Human Resources. If offices are closed, report it to the Campus Police Department. Employees should also inform their supervisor. The preferred method of communication when you have a communicable disease is by phone or email. Please note the following contact information for Jackson State Community College:

Vice President for Student Services	Robin Marek	731-424-3520 ext. 50308	rmarek@jscc.edu
Dean of Students	Linda Nickell	731-424-3520 ext. 50354	lnickell@jscc.edu
Director of Human Resources	Amy West	731-425-2643	awest12@jscc.edu
Chief of Police	Shane Young	731-225-5925	syoung18@jscc.edu

JSCC Reporting

Reporting should include as much information as possible, including:

- names of individuals involved
- all available contact information for the individuals involved:
 1. phone numbers (e.g., cell, home, office)
 2. e-mail address(es)
 3. emergency contact information
- student information (if applicable):
 1. phone numbers
 2. email address
 3. emergency contact information
- the date and time of the following:
 1. diagnosis and/or symptoms
 2. last time on campus
 3. who did they come in contact with?

[CDC Notification of Exposure: A Contact Tracer's Guide for Covid-19](#)

Employees of the college who become aware of a student or an employee who has contracted a serious communicable disease that can be spread through casual contact must contact the appropriate personnel with that information.

Anyone else who becomes aware of a student or an employee who has contracted a serious communicable disease that can be spread through casual contact is also encouraged to contact the appropriate personnel, with that information.

The President's Office is responsible for notifying the Madison County Health Department (**as necessary**) and the appropriate campus officials and the Tennessee Board of Regents (TBR). The college will follow recommendations provided by the Health Department.

JSCC will follow the Health Department response rubric to determine proper course of action.

Confidentiality of personal information, including medical information and the name of the individual, must be respected to the fullest extent possible. Such information shall be disclosed only on a need to-know basis.

Covid-19 online screening form

All students, faculty, staff, visitors, and vendors must complete the Campus Screening form before coming to campus. The Point of Contact for students is the Dean of Students, the Point of Contact for employees is the Human Resources Director, and the Point of Contact for visitors and vendors is the Chief of Campus Police. In the event that a submitted survey triggers a "yes" response, the POC will contact the **Covid Tracking Group**.

Internal Reporting Procedure

Once notification is made, the following areas should be notified (**Covid Tracking Group**):

President's Office

Vice President of Academic Affairs

Vice President of Student Services

Director of Human Resources

Director of Public Relations

Chief of Police

Director of Physical Plant

President

1. Maintain close liaison with Vice Presidents to determine course of action.
2. Contact Health department (if necessary)
3. Work with Public Relations on campus notification.
4. Send weekly report to TBR. (Every Wednesday by 4:00 pm).

Vice President for Academic Affairs

1. Ensure all key department personnel are notified, including off campus sites
2. Monitor and direct ongoing necessary operations.
3. Maintain communications with the President and the Pandemic Response team.
5. Develop plan for contact tracing.
6. Ensure all students and faculty are contacted.
7. Work with Human Resources for employee related cases.
8. Work with Student Services for student related cases.

Vice President Student Services

1. Ensure all key department personnel are notified.

2. Monitor and direct ongoing necessary operations.
3. Maintain communications with the President and the Pandemic Response team
4. Develop plan for contact tracing (Student Services and support personnel).
5. Work with Human Resources for employee related cases.
6. Work with Student Services for student related cases.

Director of Human Resources

1. Advise leadership on all matters pertaining to Human Resources issues.
2. Communicate with the Vice President of Business and Finance on circumstances such as employee furloughs and modified employee leave policies, etc.
3. Closely monitor employee staffing and absenteeism during an emergency event and offer recommendations regarding employee reassignments to maintain essential functions.
4. During a pandemic event, staff absences due to illness and other obligations are to be expected and HR will offer recommendations regarding alternative staffing options.
5. Coordinate the Employee Assistance Program (EAP) and other counseling services for staff and faculty as required.

Director of Physical Plant

1. Collaborate frequently with the Pandemic Response Team to provide necessary services for various campus facilities.
2. During a pandemic event, it is likely that certain facilities would be closed and the function of other facilities might be modified.
3. Ensure that necessary logistical support elements (facilities, utilities, vehicles, etc.) are adequate to support the college's role during the time frame of the pandemic.
4. Communicate with other off-site JSCC campuses.
5. In the event of closure of portions of the campus, ensure that unused buildings are secured.

6. Provide qualified personnel to maintain sanitation needs of the occupants who remain in the open campus buildings.
7. Offer training to Facilities personnel on methods used to prevent infection transmission (hand hygiene, mask, gloves)

Chief of Campus Police/Security

1. Collaborate frequently with the Pandemic Response Team to provide necessary services and security for various campus facilities.
2. Routinely, communicate with local law enforcement to coordinate safety and security efforts that might impact the community at large.
3. Serve as point of contact for visitors and vendors request for access form.
4. Maintain emergency services both day and night.
5. Communicate with other off-site JSCC campuses.
6. Offer training to Campus Police Officers and staff on methods used to prevent infection transmission (hand hygiene, mask, gloves).

Campus Notification Procedure and Cleaning protocols

Communicate with students, staff, and faculty. Communicate decisions and the possible COVID-19 exposure.

- President' Office will contact Public Relations when to notify campus community of confirmed or possible Covid-19 exposure.
- Plan to include messages to counter potential stigma and discrimination.
- In a circumstance where there is a confirmed COVID-19 case that has been on campus, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act, as applicable.

Clean and disinfect thoroughly.

- Close off areas used by the infected person. Open outside doors and windows to increase air circulation in the area and then begin cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 patient focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

*Jackson State Community College will adhere to the TDH Covid-19 Response Rubric dated July 22, 2020

Approved by the Pandemic Response Team on 8/12/2020.