

POLICY

Ocean County College is committed to providing, to the extent possible, a healthy and safe educational environment for all students and employees. To mitigate the spread of communicable diseases at the college, decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to a student or employee with a communicable disease. The College is required to uphold any and all federal, state, or local legislation enacted to protect public health; and, in addition to this policy, students and employees must adhere to any and all individual requirements set forth through federal, state, or local legislation in order to protect public health. As such, the College sets forth the following procedures in order to ensure the health and safety of the community.

ADOPTED: April 27, 1987  
Revised: November 5, 2020

Reviewed: January 8, 1991

## PROCEDURE

### I. Students

- A. Students who know or suspect they are infected with a contagious disease must notify the Office of Student Affairs.
- B. The Vice President of Student Affairs or designee may require that the student stay home in order to prevent the spread of the contagious disease.
- C. If applicable, the Vice President of Student Affairs or designee will contact the N.J. Board of Health with information about the reported illness and to obtain guidance on requirements for notifying the College community in accordance with Policy #8100, Timely Warning.
- D. The Vice President of Student Affairs or designee will notify the Associate Vice President of Facilities Management and Construction or designee to determine whether impacted area(s) is/are to be cleaned/treated or if specialized cleaning is needed.
- E. The student will need to meet with a physician in order to determine a diagnosis and recommended course of action. Documentation from the physician or the N.J. Department of Health must be submitted to the Office of Student Services confirming that the student may return to campus (i.e., is no longer infectious to others) before the student is allowed to return to classes.
- F. The Office of Student Services will work with all faculty to ensure that the student will have the benefit of completing assignments and exams during the time missed due to illness.
- G. In the event that a student must refrain from attending classes for the term, the student will comply with applicable policies, which include Policies #5154, Grades and Scholastic Honors with Procedure; and/or #5142, Withdrawal, General Requirements with Procedure; and #5144, Refund with Procedure. The appeal of grade decisions shall be made in accordance with Policy #5154, as described in the procedure under "Course Withdrawal."
- H. Failure to comply with the provisions of this policy may subject the student to Policy #5247, Conduct Student Discipline with Procedure.
- I. Student records related to the incident shall be protected under Policy #5138, Confidentiality of Student Records with Procedure.

### II. Faculty and staff

- A. Full-time or part-time faculty and/or staff members who know or suspect that they are infected with a contagious disease must immediately notify their supervisor and the Office of Human Resources of the illness.
- B. The Associate Vice President of Human Resources or designee may require that the employee stay home in order to prevent the spread of the contagious disease
- C. If applicable, the Associate Vice President of Human Resources or designee will contact the N.J. Board of Health with information about the reported illness and to obtain guidance on requirements for notifying the College community in accordance with Policy #8100, Timely Warning.
- D. The Associate Vice President of Human Resources or designee will notify the Associate Vice President of Facilities Management and Construction to determine whether impacted area(s) is/are to be cleaned/treated or specialized cleaning is needed.

- E. Before returning to the College, the faculty or staff member must present written documentation from his/her treating physician or primary care provider indicating that he/she is medically cleared (i.e., is no longer infectious to others) and is able to return to work as of a specified date. This information must be presented to the Office of Human Resources and the respective supervisor.
- F. Faculty and staff members must follow all policies and procedures pertaining to sick leave and supervisor notification with regard to their status.
- G. Faculty or staff who fail to follow this policy may be subject to formal disciplinary action.

III. Other provisions

- A. In the event of a pandemic, Ocean County College will follow a comprehensive plan that will ensure the continuity of educational services provided to its students. The College will inform the community of all steps to take through e-mail and messaging posted on the OCC website, [www.ocean.edu](http://www.ocean.edu). These steps will be in accordance with the College's plan and as dictated by State imposed requirements.
- B. All medical information relating to contagious diseases of students, employees, or other College community members will be kept confidential, in accordance with applicable state and federal law. Medical information relating to contagious diseases of persons within the College community will only be disclosed to responsible College officials on a need-to-know basis.

Definitions:

Communicable disease: an infectious disease and/or virus that is spread from person to person through casual contact or respiratory droplets, which may lead to an epidemic or pandemic situation and threaten the health of the campus community. These diseases include but are not limited to tuberculosis (TB), measles or German measles (rubella), certain strains of hepatitis and meningitis, as well as SARS, COVID-19, and certain strains of influenza. Other potentially less serious infectious diseases, such as chicken pox and pneumonia, will be addressed on a case-by- case basis.

Communicable disease of public health threat: an illness of public health significance, as determined by the N.J. State Health Commissioner, caused by a specific or suspected infectious agent that may be transmitted directly or indirectly from one individual to another.

Pandemic: an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population.

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