

## **Communicable Disease Risk Assessment Protocol for Campus Access**

Created 3/18/2020

Revised: 3/25/2020

During a communicable disease epidemic or pandemic, the RVU emergency response team may need to control access and restrict people from entering RVU buildings.

Once *controlled access* to campus is initiated, the following screening and attestation protocol will go into effect to prevent students, employees, or other individuals who may be exposed to the communicable disease pathogen from entering the building.

If the response team determines the need to elevate precautions to *restricted access*, which would limit campus access to only a few essential personnel, **every** individual (including external vendors and contractors) must undergo the screening and attestation process each day before being allowed entry into an RVU building.

### **For Employees**

- If sick or concerned about communicable disease exposure, employee should stay home and call their personal health care provider, local hospital, or state health department for medical guidance.
- Employee will notify their manager about not reporting to work. Manager will notify HR and an HR representative will then communicate with employee to gather more information (confidentiality protected).
- If employee must return to campus during the communicable disease response period, HR will direct them to complete the online Communicable Disease Screening and Attestation Form.
- If necessary, a designated RVU Medical Officer will communicate with the employee to evaluate risk and make a decision on course of action. The Medical Officer will email decision and directions to employee and copy employee's manager, HR, and the Response Team. Decisions may include: 1) Cleared for campus access with no restrictions 2) Cleared for campus access with parameters, 3) Quarantine
- Medical Officer will fill out a Communicable Disease Risk Assessment Case Reporting Form to document each case, which will be stored in a secure HIPAA, protected central electronic folder.\*

*If employee sends email directly to the Response Team, the employee will receive a reply to follow the above protocol.*

### **For Students**

- If sick or concerned about communicable disease exposure, student should stay home and call their personal health care provider, local hospital, or state health department for medical guidance.
- If there is an extraordinary circumstance or emergency that necessitates a student to return to campus during the communicable disease response period, the student must notify their Pre-clinical Associate Dean, Clinical Associate Dean, or Program Director, who will direct the student to complete the online Communicable Disease Screening and Attestation Form.
- If necessary, a designated RVU Medical Officer will communicate with the student to evaluate risk and make a decision on course of action. The Medical Officer will email decision and directions to student and copy the Pre-clinical, Clinical Associate Dean, or Program Director and the Response Team. Decisions may include: 1) Cleared for campus access with no restrictions 2) Cleared for campus access with parameters, 3) Quarantine
- Medical Officer will fill out a Communicable Disease Risk Assessment Case Reporting Form to document each case, which will be stored in a secure HIPAA, protected central electronic folder.\*

*If student sends email directly to the Response Team, the student will receive a reply to follow the above protocol.*

\*Rocky Vista University complies with the HIPAA security rule for all covered entities and conducts an annual security risk assessment. All electronic medical information will remain secure following all HIPAA policies and procedures as set forth in the HIPAA policy and procedure manual.

**RVU reserves the right to require everyone to complete the Communicable Disease Screening and Attestation Form before allowing re-entry to campus buildings.**