

PROCEDURE

Subject: Requirements and Procedures for Communicable Disease Reporting and Response (Employee)

(For students, the Principal or designee shall contact the Director of Coordinated Student Health Services.)

Objectives: a. To establish the procedures and requirements for reporting of and response to an employee's known or suspected contagious disease.

b. To protect the confidentiality of employees who have or are suspected of having a communicable disease.

1. All School Board employees shall adhere to *Policy 5012, Treatment of Students and Employees with Communicable Diseases and Conditions*.
2. Upon learning of an employee or employees who have or are suspected of having a communicable disease (except HIV/AIDS), the department head or designee shall contact the Director of Risk Management (unless otherwise directed) and provide the following employee information:

- Name
- School or department
- Date of birth
- Position
- Phone numbers (home and work)
- Emergency contact information
- Hospital (if applicable)
- Physician's name
- Signs and symptoms
- Presumed diagnosis

Note: The health information of employees (including diagnoses and suspected diagnoses) is confidential. This information may not be disclosed at any time except for reporting the information to Risk Management, the Florida Department of Health in Broward County, pursuant to the written authorization of the employee, or as required by law.

3. The Director of Risk Management shall contact the Florida Department of Health in Broward County to report known or suspected disease and confirm the appropriate next steps, which may include cleaning procedures, containment, and notification. The Director of Risk Management may be required to report the name and demographic information of the employee to the Florida Department of Health in Broward County for further investigation / follow-up.
4. The Director of Risk Management shall complete the Communicable Disease Reporting Form (Employee) which shall be maintained in the Risk Management Department.

Steps 5-8 apply only if cleaning procedures are advised by the Florida Department of Health in Broward County.

5. The Director of Risk Management shall contact the Director of Physical Plant Operations to inform him or her of the reported disease, the location, and the next steps as indicated by the Florida Department of Health in Broward County.
6. The Director of Physical Plant Operations shall contact the Manager I of Custodial/Grounds to inform him or her of the need to initiate Viral Cleaning Procedures at a specific location.
7. The Manager I of Custodial/Grounds shall direct a designated cleaning crew to follow the Viral Cleaning Procedures for all hard surfaces to effectively clean targeted area(s). Cloth furnishings such as chairs shall be discarded. In instances where a member of the Custodial/Grounds staff has or is suspected of having a communicable disease, employees on a different cleaning crew shall be utilized.
8. Although the names of employees with known or suspected communicable diseases will not be disclosed to members of the cleaning crew, the Manager I of Custodial/Grounds shall remind the crew that any names or other confidential information discovered during the course of the clean-up shall remain confidential. For any questions on handling confidential health information, call the District's Privacy Officer at (754) 321-1914.