



## ADMINISTRATIVE PRACTICES MANUAL

### SAFETY MANUAL – COMMUNICABLE DISEASES:

#### 1.0 Scope and Application

Dane County has developed the following program to protect the safety and health of employees whose work activities may expose them to communicable diseases. This policy complies with Chapter SPS 332 (Public Employee Safety and Health) of the Wisconsin Administrative Code as promulgated by the Wisconsin Department of Safety and Professional Services and the general duty clause of the Occupational Safety and Health Act.

#### 2.0 Responsibilities

**Risk Management:** Support and management of this policy.

**Department Heads:** Implementation of policy and development of specific exposure control plan and procedures for their operation(s).

**Supervisors:** Ensure policy is adhered to by all employees.

**Employees:** Follow policy requirements.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

#### 3.0 Departmental Policies and Requirements

This policy represents minimum requirements for exposure to communicable diseases. Each department having employees who are or who may be exposed to communicable diseases will develop specific exposure control plans and procedures to prevent employees from becoming infected.

#### 4.0 Definitions

**Communicable Disease:** Examples include, but are not limited to Tuberculosis, Meningitis, Hepatitis, Acquired Immunodeficiency Syndrome (AIDS), and Human Immunodeficiency Virus (HIV) etc. Any pathogen (virus or bacterium) that can infect a human being through direct contact or through contact with blood, body fluids, airborne exposures or exposures to contaminated water.

#### 5.0 Training

Department Heads are required to ensure that affected employees are provided with the appropriate training in their specific exposure control plans and procedures.

#### 6.0 Documentation Requirements

Documentation of all employee exposures and tests, routine or otherwise (e.g. annual TB skin tests) will be maintained on file within the Department as well as any documentation required by communicable disease guidance documents issued by the U.S. Occupational Safety and Health Administration (OSHA) or U.S. Centers For Disease Control (CDC).

Records of all training and instruction provided under this policy shall be maintained within the Department.



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### 7.0 Requirements

- 1) Departments having employees whose work exposes them or potentially exposes them to communicable diseases are required to develop specific exposure control plans and procedures to ensure the safety and health of such employees. Examples of where such plans may be required include:
  - Corrections Facilities (JRC, DCSO etc...)
  - Nursing facilities (BPHCC)
  - Medical Examiners
  - Health Department (Public Health)
- 2) As with any medical/health condition that affects employment, any person who has a communicable disease and requires special employment accommodations must provide a doctor's statement to the Personnel Department that certifies the condition and any limitations or special considerations.
- 3) As with any medical, physical, or psychological condition, an individual with any communicable disease will be afforded privacy and confidentiality by all persons affiliated with Dane County. All disclosures will require a release of information, signed by the individual in accordance with state and federal laws, and will state the appropriate person who will receive such information and the reasons why.
- 4) Employees who are reluctant to or who refuse to work with a person having a communicable disease should be counseled or given training if their concerns are based on misunderstanding or lack of current medical/social information. Persons who refuse may be subject to corrective or disciplinary action if such refusal is determined to be unwarranted and/or if it impedes or disrupts business.
- 5) All employees must be sensitive to persons with a communicable disease in that their medical disability may be a factor in their behavior or mental health.
- 6) Individuals with specified communicable diseases are protected under the Americans with Disabilities Act (ADA), and all reasonable accommodations will be made to provide County services in non-traditional modes to the degree that their disabilities requires.

### 8.0 Relationship to Bloodborne Pathogens

Exposure control plans and procedures shall be in addition to the Bloodborne Pathogens Control Plan required by the County's Bloodborne Pathogens Policy. Where possible, Departments should ensure their communicable diseases exposure control plans incorporate the applicable provisions of their bloodborne pathogens exposure control plans so that there are no procedural or policy conflicts.

**End Policy**