

LINFIELD COLLEGE
POLICIES & PROCEDURES

DEPARTMENT: HUMAN RESOURCES / RISK MANAGEMENT	
SUBJECT: SOCIAL DISTANCING & RELATED INFECTION PREVENTION MEASURES POLICY	Page 1 of 5
Policy Number: TBD	Supersedes: N/A
Effective Date: September 4, 2009	Previous Issued:

1. Statement of Policy

This policy is intended to provide a systematic approach for preventing and responding to the spread of highly communicable diseases such as H1N1 influenza, or any other health threat that is declared by public health officials to be a health emergency.

SCOPE:

The Social Distancing & Related Infection Prevention Measures policy is applicable to all members of the Linfield community, whether student, staff, faculty or administration, and whether full-time, part-time, temporary or contracted services.

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2. Definitions

Epidemic	A disease occurring suddenly in a community, region or country in numbers clearly in excess of normal. This includes the occurrence of several cases of a disease associated with a common source.
Pandemic	The worldwide outbreak of a serious communicable disease in numbers clearly in excess of normal.
Incubation Period	The time, usually in days, between exposure to an illness and the onset of symptoms.
Isolation	Restriction of movement and/or action of individuals infected with a communicable disease to reduce the chance of spreading the disease.
Quarantine	Restriction of movement and/or action of individuals who are known to have been exposed to a communicable disease and who do not yet show signs or symptoms of infection.
Social Distancing	Actions taken to reduce the opportunities for close contact between people in order to limit the spread of the disease.
Telecommuting	An arrangement in which the employee performs his/her job duties at an off-campus location, including the individual's home, for all or part of the workweek. (See Telecommuting Policy for further details.)
Personal Protective Equipment (PPE)	PPE are devices which help employees protect themselves from hazards in the work environment. Examples include safety glasses, respirators, gloves, hard hats, etc.

3. Introduction

In a pandemic or other communicable disease emergency, a variety of functions will be necessary to continue to provide for the safety and security of students, staff, faculty and administrators.

3.1 *Responsibility*

In case of a public health emergency, the Governor has broad powers to issue an emergency order to protect the public well-being. Accordingly, the Governor may close all schools, child care and adult day care facilities, and order that no public events shall be held where large numbers of people are gathered in one physical location. Further, the President of Linfield College has the authority to make emergency closing decisions deemed appropriate for the college. If circumstances permit, the President shall confer with local/State public health officials and Linfield's Student Health Center to determine the severity of the situation and determine what actions shall be taken, including closure of the college. Linfield shall adhere to any communicable disease orders of State or local public health agencies to prevent transmission of a communicable disease.

If Linfield's President issues an emergency closing decision, Linfield shall notify public health officials as soon as reasonably possible. Possible evidence of a highly communicable disease such as H1N1 influenza that could endanger the health of others in the Linfield campus work and educational setting shall be immediately communicated to the College Risk Manager, who will notify local health agencies and Linfield's President.

When it is decided to close campus or cancel classes, students, faculty, staff and the public will be notified in accordance with Linfield College protocol. To the extent possible and consistent with directives from Public Health officials, students are expected to leave for home until campus re-opens. All departments are to implement social distancing policies.

3.2 *Possible Actions during a Pandemic*

During a communicable disease outbreak, any of the following may occur:

- Closing of the College or parts of the College;
- Concurrence by Public Health officials and/or Linfield's President that persons (employee(s) and/or student(s)) should be excluded from the Linfield campus;
- Isolation of an ill or symptomatic employee(s) and/or student(s) by Public Health officials;
- Quarantine of an exposed or potentially ill employee(s) and/or student(s) by Public Health officials.

4. Social Distancing

Social Distancing is a best practice recommendation of health professionals to prevent or slow the spread of a virus by human-to-human transmission. Social distancing suspends public gatherings and limits on-campus business to help prevent the spread of communicable diseases. Social distancing may include the use of Linfield's Telecommuting Policy. Linfield's President may also establish immediate telecommuting arrangements, bypassing the normal requirements outlined in the Telecommuting Policy, during a declared emergency.

Social distancing is designed to limit the spread of a disease by reducing the opportunities for close contact between people. There are a number of administrative and engineering controls that can be employed, including but not limited to:

- Reducing face-to-face exposure by using telephone/conference calls, email, and videoconferencing as much as possible, even when participants are in the same building;
- Avoiding unnecessary travel;
- Canceling meetings, workshops, training sessions and scheduled events and practices;
- Requiring employees to work from home to reduce exposure in the workplace;
- Establishing flexible working hours to avoid mass transportation during peak hours;
- Installing protective barriers between work stations or increasing space between workers;
- Reinforcing hand washing, curtailment of hand-shaking, and requiring the use of protective equipment such as hand sanitizers, gloves and masks (provided by the College)
- Scheduling employees in shifts;
- Controlling access to buildings; and
- Requiring asymptomatic employees and students traveling to affected areas to not return to campus until one incubation period of the subject disease has passed after returning home.