



BOV POLICY # 21 (2016) COMMUNICABLE DISEASE PROTOCOL

Policy Title: Communicable Disease Protocol
Policy Type: Board of Visitors
Policy No.: BOV Policy # 21 (2016)
Approved Date: September 23, 2016
Responsible Office: Spartan Health Center
Responsible Executive: Vice President for Student Affairs and Enrollment Management
Applies to: University Community

POLICY STATEMENT

The Norfolk State University Board of Visitors is authorized under the *Code of Virginia* § 23- 174.6 and § 23-9.2:3 to, among other things, make all necessary policies and procedures concerning the University. As such, the Board intends to promote a safe learning and working environment for the University community at all times. This policy describes the protocols to be administered in the event of a communicable disease outbreak on campus or within the University community in accordance with [Code of Virginia § 32.1-116.3](#). The protocols are also identified in the most recent version of the [Crisis Emergency Management Plan](#), under the Section XXII Functional Annex – # 7 Infectious Disease (see attached Annex 7).

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DEFINITION

Communicable Disease: means any airborne infection or disease, including, but not limited to, tuberculosis, measles, certain meningococcal infections, mumps, chicken pox and Hemophilus Influenzae Type B, and those transmitted by contact with blood or other human body fluids, including, but not limited to, human immunodeficiency virus, Hepatitis B and Non-A, Non-B Hepatitis (*Code of Virginia § 32.1-116.3*).

CONTACTS

The Medical Director of the Spartan Health Center officially interprets this policy. The Vice President for Student Affairs is the Executive responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the Spartan Health Center.

PUBLICATION

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive or Office will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of Board approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of Board approval;
- Post the policy on the Board's Website and;
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: September 2020
- Approved date: September 15, 2017
- Revision History: September 11, 2009; June 24, 2014; September 23, 2016
- Supersedes: Policy # 27.006 Communicable Disease Protocol and Policy (2014)



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RELATED DOCUMENTS

- *NSU Crisis Emergency Management Plan (as revised 2016)*. LINK: <https://www.nsu.edu/Assets/websites/police/Crisis-Emergency-Management-Plan.pdf>
- Functional Annex AN7, Infectious Disease (see p. 4 of this Policy)
- *Code of Virginia § 32.1-116.3 Reporting of communicable diseases; definitions*. <http://law.lis.virginia.gov/vacode/title32.1/chapter4/section32.1-116.3/>

FORMS

There are no forms associated with this policy and procedures.



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NSU CRISIS EMERGENCY MANAGEMENT PLAN

Functional Annex (pp. 70-72)

INFECTIOUS DISEASE	AN7
Primary University Respondents	Spartan Health Center
Supporting Area / Agencies	Norfolk Department of Health Virginia Department of Emergency Management; Centers for Disease Control (CDC); World Health Organization (WHO)
Documents and Policies	BOV Policy # 21 (2016) Communicable Disease Protocol Centers for Disease Controls and Prevention- Emergency Preparedness and Response http://emergency.cdc.gov/index_old.asp
Hazard Specific Appendices/SOP	Infectious Diseases, Biological Agents and Food Poisoning

Purpose:

To establish procedures for appropriate response level to a possible occurrence of an infectious disease outbreak at the University.

Scope of Work:

To identify the responsibilities and expected activities of all University, local, state and/or federal agencies that may be involved in responding to this situation.

Situation and Assumptions:

1. As an open campus community with a majority commuting population the likelihood that an outbreak of an infectious disease is possible.
2. Awareness and notification that such a circumstance is imminent could potentially arrive through:
 - a. Sick student(s) seeking medical assistance from the Spartan Health Center because an awareness of a pattern or reoccurrence of symptoms becomes evident
 - b. Notification from the Norfolk Health Department (NHD) or local health departments
 - c. Information from local hospitals of increased frequency of visits for common symptoms
 - d. Notification from regional or federal CDC agencies
3. Depending on the magnitude of the spread of the disease, assistance and/or management of the response may be requested and/or assumed by local or state health care agencies.



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Concept of Operations:

1. The Command Center for response to the situation would be located in the Spartan Health Center.
2. All response to treatment areas will be under the direction of the medical personnel in the Spartan Health Center or if mandated under the direction of local or state medical personnel.
3. Spartan Health Center, Emergency Response personnel and the trained core of volunteers are to be called to report to the Command Center, issued appropriate protective wear and assigned duties and responsibilities in response to the emergency based on need.
4. If the nature and magnitude of the disease were such that transport to local medical facilities is not available, previously identified locations would be utilized for observation, isolation and treatment. Mass Care and Sheltering-in-Place protocols and procedures would be implemented.
5. If transport were available, Spartan Health Center and University Police would coordinate the transport of individuals to local medical facilities. Evacuation procedures and protocols would be implemented.
6. Transportation arrangements include:
 - a) area emergency rescue service
 - b) local ambulance services
 - c) local fire department

Organization and Assignment of Responsibilities:

- 1) If it is decided that an epidemic or biological emergency does exist, the Director of the Spartan Health Center, along with the staff of the Center, will use appropriate references to form a plan of action (e.g., Control of Communicable Diseases Manual, Virginia State Health Division of Epidemiology Immunization Program. See also Spartan Health Center Clinical Manual for more information on Clinical Recognition and Management of Suspected Bioterrorism Events). Contacts with the Center for Disease Control and World Health Organization (foreign travel alerts) may be made as directed by the NHD.
- 2) If appropriate, the Vice President for Student Affairs will request that the Emergency Operations Management Coordinator(s) be convened. At that meeting, the Emergency Operations Management Coordinator(s) will be briefed about the recommendations and requirements of the Health Department. Should quarantine, mass screening, mass post exposure prophylaxis or closing of the University be recommended, plans for such will be discussed at that time. The Vice Presidents through the deans and directors will make notification to the campus community and the public. The Vice President for University Advancement will coordinate efforts with the media.



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3) If a case of bacterial meningitis or other reportable communicable disease occurs the Public Health Department is to be notified by the health care provider/laboratory confirming the diagnosis. Contact tracing is done by public health officials to recommend antibiotic prophylaxis for close contacts. The Director of the Spartan Health Center will assist with contact tracing and initiation of prophylactic antibiotics for students who are close contacts of the original case.

Direction and Control:

- 1) External assistance will be requested as necessary by the Spartan Health Center.
- 2) A command post shall be established at the Spartan Health Center.
- 3) If the situation warrants the opening of the NSU and/or Norfolk Emergency Operations Center, the Incident Commander shall assure that communications with the respective EOC are established and he or a designee shall go to the respective EOC to provide information and coordination.
- 4) Direction and Control, as a function, is covered in Section XV of this core plan. Continuity of Command Continuity of command as described in Section XI Emergency Notification Protocol and Section XVI Incident Command of this core plan applies to this Annex.

Administration and Logistics:

- 1) The University provides for accountability of its response efforts through the University Police, Office of Risk Management and the Office of Environmental Health and Safety.
- 2) External agency memoranda of understanding (MOU) agreements specific to automatic and/or mutual aid – exist or are pending with numerous adjacent jurisdictions, and include:
 - a) City of Norfolk Police Department
 - b) City of Norfolk Emergency Services
 - c) City of Norfolk Fire and Rescue
 - d) City of Norfolk - Norfolk 911 Emergency Dispatch

Annex Development and Maintenance:

The Leader of the Emergency Operations Management Team has overall responsibility for Annex development and maintenance. The Emergency Operations Management Team Leader will be responsible for keeping this plan up-to-date by an annual review.

The Emergency Operations Planning Committee developed this Annex to support the NSU Emergency Operations Plan (CEMP). It is implemented with the approval and knowledge of individuals and organizations with assignments or responsibilities under the annex.



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Following any exercise, actual emergency or disaster, the Emergency Operations Management Team will determine if this annex provided satisfactory support, and make recommendation accordingly. The President or Emergency Coordinator may call a meeting of University response personnel in order to adjust the Annex to reflect emergency actions, or recommend changes in procedures to improve its effectiveness. This Annex will be revised whenever any significant change occurs, or at least annually as part of the general CEMP review and revision process.