



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:	October 19, 2024
Responsible Office:	Spartan Health Center
Responsible Executive:	Vice President for Student Affairs
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. 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](#).

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DEFINITIONS:

Communicable Disease: means any airborne infection or disease, including, but not limited to, Covid-19 (SARS-COV2 virus infection), tuberculosis, measles, certain meningococcal infections, mumps, chickenpox 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 Hepatitis C (Code of Virginia § 32.1-116.3).

CONTACT(S):

The Vice President for Student Affairs and the Medical Director of the Spartan Health Center officially interpret this policy. The Vice President for Student Affairs is the Executive



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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.

POLICY CONTENTS

In accordance with the Code of Virginia, section 32.1-116.3, Reporting of Communicable Disease, the University is required to:

- (a)** Obtain the immunization status of all new incoming freshmen, transfer, and graduate students, facilitated by the Student Health Center; appropriate waivers for Religious and medical exemptions will be obtained.
- (b)** Report all reportable communicable diseases to the Virginia Department of Health (VDH) and cooperate with local VDH public health investigators while maintaining individual HIPAA privacy regulations facilitated by the Student Health Center.

Spartan Health Center and/or Health Center Annex staff shall notify the Vice President for Student Affairs (or his/her designee) at the earliest known opportunity whenever it is determined a communicable disease meets the definition/criteria of an outbreak. This notification must be documented in writing.

STAKEHOLDER (S) (FOR ADMINISTRATIVE POLICY):

Not associated with this policy and procedures.

EDUCATION AND COMPLIANCE:

The Board of Visitors shall make this policy available to the University community by inclusion in the online Policy Library and the Board's Website. Education and training for all stakeholders and appropriate audiences on the policy's content will occur, as necessary. This policy will be maintained as a part of the Board of Visitors Policy. In accordance with Code of Virginia § 32.1-116.3 Reporting of Communicable Disease, the Spartan Health Center, shall submit reports required by the Virginia Department of Health.

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:



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- 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: March 2027
- Approved by, date: Board of Visitors: October 19, 2024
- Revision History: September 11, 2009; June 24, 2014; September 23, 2016; September 18, 2020; December 7, 2020
- Supersedes: Policy # 27.006 Communicable Disease Protocol and Policy (2014)

RELATED DOCUMENTS:

- 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 Prevent -
Emergency Preparedness and Response
<https://emergency.cdc.gov/index.asp>

Virginia Department of Health Emergency Preparedness
<https://www.vdh.virginia.gov/emergency-preparedness/>

Hazard Specific Appendices/SOP: Infectious Diseases, Biological Agents and Food Poisoning

Purpose:

To establish procedures for an 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. Student(s) seeking medical assistance from the Spartan Health Center and a pattern or reoccurrence of symptoms becomes evident
 - b. Notification from the Norfolk Health Department (NHD) or other local health departments.

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- 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 outbreak, assistance and/or management of the response may be requested from local or state health care agencies.

Concept of Operations:

1. The Command Center for response to the situation would be located in the Spartan Health Center or an appropriate location determine by senior medical personnel.
2. All responses to treatment areas will be under the direction of the medical personnel in the Spartan Health Center or if medically indicated and/or beyond the scope of practice, then under the direction of local or state medical personnel.
3. The Spartan Health Center and other medical emergency response personnel will be directed 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 is such that transport to local medical facilities is not available, appropriate alternate locations will be utilized for observation, isolation and treatment. Mass Care and Sheltering-in-Place protocols and procedures would be implemented.
5. If transport is available, The Spartan Health Center and University Police will coordinate pickup points for individuals to be transported 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 a biological epidemic or emergency exists, the Medical 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



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Clinical Manual for more information on Clinical Recognition and Management of Suspected Bioterrorism Events). Contacts with the Center for Disease Control and the World Health Organization (foreign travel alerts) may be made as directed by the Norfolk Health Department.

2) In the event that a biological epidemic or emergency is determined to exist, the Vice President for Student Affairs may request that the Emergency Operations Center be activated. At that meeting, the Emergency Management Team will be briefed on the situation and requirements of the Norfolk Health Department. Should quarantine, mass screening, mass post exposure prophylaxis or closing of the University be recommended, activation of protocols and procedures will take place at that time. The Emergency Management team will determine the appropriate notification to the campus community and the public. The Vice President for Operations/Chief Strategist for Institutional Effectiveness will coordinate efforts with the campus communication and marketing department.

If a case of bacterial meningitis or other reportable communicable disease is diagnosed, the Virginia Department of Health will be notified by medical personnel via the online reporting portal, phone or fax. Laboratories are also required to report all positive reportable communicable test results to the Virginia Department of Health.

<https://www.vdh.virginia.gov/disease-prevention/disease-reporting/>

The Medical Director of the Spartan Health Center will assist with contact tracing and initiation of prophylactic antibiotics for students who are identified as close contacts of the original case. Contact tracing is done by public health officials to recommend antibiotic prophylaxis for close contacts.

Direction and Control:

1. External assistance may be requested if necessary, by the Spartan Health Center via the Emergency Operations Center.
2. If the situation warrants the opening of the NSU and/or City of Norfolk Emergency Operations Center, the Emergency Management Coordinator shall ensure that communications is established between centers.

Annex Development and Maintenance:

The Executive Director of Health Services has overall responsibility for Annex development and maintenance. The Spartan Health Center will be responsible for keeping this plan up to date by an annual review.



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This plan supports the NSU Crisis Emergency Management Operations Plan (CEMP). It is implemented with the approval and knowledge of individuals and organizations with assignments or responsibilities under the annex.

Following any exercise, actual emergency or disaster, the Emergency Management Team will determine if this Annex provided satisfactory support and make direct changes accordingly. This Annex will be revised whenever any significant change occurs, as a part of the general CEMP review and revision process.