



Communicable Disease/Illness Policy

I. OVERVIEW

It is the goal of Keck Graduate Institute (KGI) to take steps toward reducing the spread of communicable diseases/illness in the workplace and protect the wellness of our employees. KGI is also committed to treating all employees, applicants, contractors, visitors, and other third parties openly and honestly. This policy represents our intention to inform all individuals of the risk of exposure to communicable diseases/illnesses, and sets forth the principles KGI will follow to protect employees and reduce the risk of spreading communicable diseases/illnesses in the workplace.

Any questions regarding the information contained in this policy should be addressed to Human Resources.

II. INDIVIDUALS COVERED BY THIS POLICY

This policy applies to all employees, applicants, contractors, visitors, and other third parties in connection with KGI's workplace.

III. DEFINITIONS

A communicable disease/illness is a disease/illness that can be transmitted from one person to another. There are four main types of transmission including: 1) direct physical contact; 2) air (e.g. a cough, sneeze, or other particle inhaled); 3) a vehicle (ingested or injected); and 4) a vector (via animals or insects). With respect to this policy, communicable diseases/illnesses include, but are not limited to, diseases and illnesses deemed reportable by the Center for Disease Control (CDC) in conjunction with local health officials. Such communicable diseases/illnesses include:

- Hepatitis viruses
- Measles
- Varicella
- Diphtheria
- Meningococcal disease
- Pertussis
- Coronavirus (COVID-19)
- Mumps
- Rubella
- Tuberculosis
- Influenza
- Severe acute respiratory syndrome (SARS)

KGI may revise and/or update this definition within its best interest and in accordance with information received from the CDC.

IV. EMPLOYEE RESPONSIBILITIES

Each employee has a responsibility to prevent the spread of communicable diseases/illnesses when they are aware of or suspect that they are or could be asymptomatic of a communicable disease/illness. Employees are also required to notify KGI in accordance with the notification section below. Employees are encouraged to engage in good hygiene practices while at work, especially hand washing with soap and water or, if water is not available, using alcohol-based disposable hand wipes or sanitizers.

Employees must also adhere to the recommendations issued by the CDC for specific illnesses and diseases. Additionally, this policy requires the following actions be taken to reduce the spread of communicable diseases/illnesses in the workplace:

- Individuals should stay home if they have or suspect they have a communicable disease/illness.
- If an individual becomes ill due to a communicable disease/illness, they should return to the KGI workplace only after at least 24 hours of being symptom free, adhered to specific CDC recommendations and/or after being released by a medical professional.
- Individuals who are well but who have a close family member or friend who has a communicable disease/illness may be permitted to continue reporting to the workplace. However, KGI management may take action to limit the individual's potential for spreading any communicable disease/illness depending on the relevant circumstances. Employees should monitor their health on a daily basis to ensure they remain free of any communicable disease/illness.
- Employees should practice proper hygiene in the workplace by covering their mouth and nose when coughing or sneezing, immediately washing or sanitizing hands, and avoiding touching their eyes, nose, or mouth.
- Employees should avoid close contact with sick people encountered in the workplace, when possible. If unavoidable due to job responsibilities, proper personal protective equipment should be worn or other proactive actions should be taken as necessary.

V. EMPLOYEE NOTIFICATION AND DOCUMENTATION

If an employee has been exposed to someone with a known or suspected communicable disease/illness, suspects that they are or could be asymptomatic of a communicable disease/illness, is subject to mandatory or suggested quarantine, or receives a report of a communicable disease/illness from a health care provider, they are required to notify Human Resources immediately, or as soon as reasonably practicable.

Individuals may be required to obtain a medical certification providing that they no longer present a threat to other individuals in the workplace prior to being permitted to return to work.

VI. EMPLOYER RESPONSE

After receiving relevant information, KGI will take prompt and appropriate action(s) to reduce the spread of communicable diseases/illnesses in the workplace. KGI management reserves the right to exclude any person with a known or suspected communicable disease/illness if a determination is made that the restriction is in the best interests of the organization. KGI also reserves the right to require employees to work from home depending on the particular circumstances.

Decisions by KGI management regarding excluding individuals who have a communicable disease/illness from the workplace will be based on current and well-informed judgments concerning the communicable disease/illness, the risks of transmitting the communicable disease/illness to others, the symptoms and special circumstances of each individual who has a communicable disease/illness, whether required by law to exclude individuals with the communicable disease/illness, and a careful weighing of the identified risks and the available alternatives for responding to an employee with a communicable disease/illness.



VII. COMPENSATION

An employee who has a communicable disease/illness may elect to utilize sick leave or paid time off in accordance with normal KGI policies. Additionally, an employee may be subject to the requirements of our Family and Medical Leave Act policy. An employee who has a confirmed communicable disease/illness that poses a threat to other employees may be required to utilize additional sick leave, paid time off, family and medical leave, and/or leave without benefits until the threat is removed.

VIII. GROUP HEALTH INSURANCE DURING LEAVE

If an employee participates in the TCCS group health plan, benefits may be maintained in accordance with any protections offered under the TCCS FMLA policy, equivalent state leave parallel policy, paid time off policy, VDI policy, and/or sick leave policy, if applicable. Unless otherwise specified in the relevant policy, whenever an employee is receiving pay from TCCS during a qualifying leave of absence where health insurance benefits are maintained, the employee's portion of the group health plan premium will be deducted from the employee's paycheck.

Employees should contact Human Resources with any questions regarding continuing benefits during any leave.

IX. DISCRIMINATION AND RETALIATION PROHIBITED

KGI strictly prohibits and will not tolerate any retaliation or discrimination against any individual based on the individual having a communicable disease/illness or reporting a communicable disease/illness. Additionally, individuals will not be denied access to the workplace solely based on the grounds that they have a communicable disease/illness. However, KGI management reserves the right to exclude a person with a communicable disease/illness from the workplace if KGI finds that, based on relevant factors, such a restriction is necessary for the welfare of the individual with the communicable disease/illness and/or the welfare of others within the workplace.

Any individual who believes that he or she has been wrongfully retaliated against or discriminated against for having a communicable disease/illness, reporting a communicable disease/illness, exercising any rights under this policy, or for any other reason must immediately notify Human Resources.

X. CONFIDENTIALITY

Communicable disease/illness-related diagnosis information reported to KGI is treated as confidential information. KGI is committed to complying with all applicable federal, state, and local laws that protect the privacy of persons who have a communicable disease/illness. Every effort will be made to ensure procedurally sufficient safeguards are in place to maintain the privacy of individuals who have communicable diseases/illnesses.

XI. COORDINATION OF LEAVE

To the extent possible, leave taken under this policy will be coordinated with FMLA, equivalent state leave parallel policy, paid time off policy, and/or sick leave policy. To the extent possible, where multiple policies apply, the leave may run concurrently under some or all of the relevant policies.



XII. QUESTIONS

Employees who have any questions or concerns, or who need additional information regarding this policy should contact Human Resources.