



RU Policy No. 3.16

Responsible Division: Student Affairs

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Serious Communicable Disease Reporting Policy

Policy Statement

The purpose of this Serious Communicable Disease Reporting Policy (“Policy”) is to establish guidelines for the effective and appropriate management of issues relating to serious communicable diseases affecting residential students of the University community. It is the intent of the University to reasonably guard the campus community from exposure to communicable diseases while simultaneously protecting the rights of an affected student.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer.

This Policy governs conduct on all of the University’s properties, including but not limited to the Auditorium Theatre of Roosevelt University (“ATRU”). Unless otherwise stated, the following definitions apply to this Policy:

- **“Serious Communicable Disease”** or **“SCD”** shall refer to any potentially serious or life-threatening disease that can be transmitted from one individual directly to another individual (*e.g.*, through casual contact or respiratory droplets that may be transmitted through coughing, sneezing, or speaking) and that poses a significant threat to the life or health of others. These include, but are not limited to: influenza, tuberculosis, and novel coronavirus (COVID-19).
- **“Employee”** shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.
- **“Isolation”** shall refer to the period in which students are secluded from contact with the larger campus community and placed in separate student housing accommodations.
- **“Residence Halls”** shall refer to all University-owned dormitories.

- **“Student”** shall refer to a currently enrolled Roosevelt student.
- **“Affected Student”** shall refer to a Student who has a Communicable Disease.

Policy and Procedures

The information below will govern the implementation of this Policy. An Employee who violates this Policy shall be subject to disciplinary action, up to and including termination. A Student who violates this policy shall be subject to disciplinary action, up to and including expulsion.

Students:

1. A student diagnosed with a communicable disease or suspected of having a communicable disease must directly notify the Vice President of Student Affairs (“VPSA”).
2. Where possible, an Affected Student should return to their home of record.
3. If the Affected Student resides in the Residence Halls, the student should attempt to make arrangements to be transported to their home of record for continued care and convalescence, if possible.
4. Regardless of their place of residence, an Affected Student is responsible for communicating with their faculty members regarding their absence to make arrangements for missed coursework. The Affected Student need not disclose a specific diagnosis or provide medical or other documentation to the faculty member. For support in preparing these communications, the Affected Student is encouraged to coordinate with the Dean of Students’ Office.

Employees:

1. An Employee who becomes aware that a student has or is suspected of having a communicable disease must also immediately report this information to the VPSA. Depending upon the nature of the illness, the VPSA may in turn notify the appropriate University officials, as well as the Chicago Department of Public Health Department (“CDPH”), as required by law.
2. Information regarding an Affected Student shall only be disclosed as described in this Policy, but shall otherwise remain confidential.
3. A faculty member who is notified that an Affected Student will be absent from class because of the quarantine/isolation requirements of this Policy must work with the student to make arrangements for missed coursework. No faculty member shall request a specific diagnosis or require the Affected Student to provide medical or other documentation to support the absence. Instead, a faculty member with questions or concerns about the veracity of an absence should contact the Dean of Students’ Office.
4. No Employee shall penalize or otherwise retaliate against an Affected Student for any reason, including because of their status as an Affected Student.

Regarding Isolation on Campus:

In the event that a student, or students, with a communicable disease must remain in isolation on campus in housing, the Vice President for Student Affairs (“VPSA”), shall in consultation with the Emergency Management Team (“EMT”), determine the extent of involvement with other University offices. The VPSA, in collaboration with the CDPH, will make a determination of the risk to the campus community and present those findings to the EMT. Decisions on whether or not to allow an Affected Student to remain in on campus housing shall be made on a case by case basis, but the final decision remains in the sole discretion of the University. The EMT will follow guidance from the CDPH regarding the provision of monitoring and health care services to the Affected Student.

The Chief Housing Officer shall provide information on the location in which the student is convalescing to all appropriate parties within the Office of Residence Life, as is necessary. The Office of Residence Life shall advise its staff of procedures to be used in communication with the Affected Student and in serving the residential needs of the Affected Student. Residence Life and Dining Services shall be responsible for coordinating meals for the Affected Student during the convalescent period in isolation on University property.

Any movement of the Affected Student through campus must be coordinated with the VPSA, Chief Financial Officer (“CFO”), and the Office of Residence Life. During the convalescence on campus, the Affected Student will not be permitted to utilize campus common spaces, including but not limited to (study lounges, dining center, gym, etc.) At all times possible, elevators should be keyed off to allow to Affected Student to move in isolation. The student should further use service elevator and non-primary entrances.

The CFO or their designee shall arrange for routine and special custodial services for the area in which the student is convalescing. They shall be responsible for informing all custodial staff who are assigned to the isolation area of the diagnosis and mode of transmission of the disease. The CFO, through their contracted vendor, shall train the custodial staff on the recommended methods of self-protection that should be used in carrying out routine and special custodial services. The contracted vendor shall provide appropriate personal protective equipment (“PPE”), including but not limited to disposable gloves, as directed by the Occupational Safety and Health Administration (“OSHA”) [Bloodborne pathogens standard 1910.1030](#), and any relevant guidance from the Centers for Disease Control and Prevention for any employee providing routine and special custodial services to an Affected Student.

The VPSA shall be responsible for notifying the necessary academic faculty and staff of the incident if the student is going to be out of class for any extended period of time. When a student convalesces, either on campus or at home, they shall be required to provide a statement of non-communicability from a physician before returning to campus activity.

Students being isolated on campus or in the local community shall be informed about the procedures for returning to campus activities and/or requesting assistance with campus needs by the VPSA at the time of their isolation. A student will be released from campus

isolation only after a has provided documentation confirming that the student is no longer infectious to others and that they present no risk to the University community. The VPSA shall notify appropriate parties that the student has been released from care and may return to full campus activity. The room in which the Affected Student was isolated will then be cleaned in accordance with all applicable environmental cleaning guidelines immediately.

Entities Affected by this Policy

All Divisions of the University

Related Documents

All University Policies, including: RU Policy No. 2.1 (Policy Prohibiting Discrimination, Harassment, Bullying, and Retaliation); RU Policy No. 2.2 (Confidentiality Policy). *See also* Roosevelt's Coronavirus (COVID-19) Emergency Response page, *available at:* <https://blogs.roosevelt.edu/coronavirus/>.

Revision and Implementation

The Vice President of Student Affairs shall have the authority to revise this Policy, subject to the approval of the President's Executive Council (if required).

All Vice Presidents shall have the authority to establish any procedures necessary to implement this Policy. Of note, the Departments that may be involved in the execution of this Policy and Procedure are: Residence Life, Facilities Management, Campus Safety, Marketing and Communications, and Dining Services.