



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 70.36, Communicable and Transmittable Disease Control in the Employee Workforce

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish policy and procedure for handling employees with communicable and/or transmittable disease in a manner fair to the diseased employee and to provide a safe work environment for all employees.

REVIEW: This HSCEP OP will be reviewed on March 1 of each even-numbered year (ENY) by the assistant vice president for Human Resources (AVPHR) or designee, with recommendations for revisions submitted to the chief financial officer or designee by March 15.

POLICY/PROCEDURE:

I. Definition of Terms.

- A. **Communicable Disease:** A disease easily spread by casual contact and which poses a threat to patients, other employees and/or students.
- B. **Transmittable Disease:** A disease not easily spread by casual contact but which may be blood borne, transmitted sexually or through other bodily fluids, or transmitted in other ways as to pose only a limited threat to patients, other employees and/or students.
- C. **Non-communicable Disease:** A disease not considered transferable from person to person so as to pose no threat to patients, other employees and/or students.

II. Policy.

- A. TTUHSC El Paso is committed to providing fair and equal employment opportunities for all individuals, including those who have been exposed to communicable and/or transmittable diseases. TTUHSC El Paso is also committed to providing a safe workplace for all employees and a safe environment for its students and patients which meets or exceeds federal, state, and local regulations.
- B. TTUHSC El Paso is legally and ethically required to refrain from releasing any information pertaining to a person diagnosed as having a serious medical illness. Knowledge of any person so affected will be confined to those persons with a direct need to know.
- C. This policy applies to all areas of TTUHSC El Paso and personnel administration including, but not limited to, hiring, job assignment, opportunities for training and development, pay, benefits, promotions and demotions, layoffs and terminations, and standards of personal conduct.

III. Procedures - Communicable and/or Transmittable Disease.

- A. An employee who is a victim of a communicable or transmittable disease as determined by medical certification may elect to utilize sick leave, vacation leave, holiday comp or leave without pay in accordance with TTUHSC El Paso policies (see HSCEP OP 70.01).

- B. An employee who is a victim of a communicable or transmittable disease which poses a threat to patients, other employees or students may be required by the applicable administrative officer to utilize additional sick leave, vacation leave and/or leave without pay benefits until such time as such threat is removed. The employee may also be required by TTUHSC El Paso to obtain a medical certification that he/she does not represent a threat to patients, other employees and/or students prior to being permitted to return to work at the discretion of the applicable administrative officer.
- C. The employee may also be reassigned to other work or to other work areas in order to reduce or remove the threat posed to patients, other employees and/or students.
- D. Each case will be evaluated on the basis of that particular case taking into consideration the needs, desires and rights of the employee, the safety of the workplace, and the needs of TTUHSC El Paso.

IV. Procedures – Non-communicable Disease.

- A. An employee who is a victim of a non-communicable disease as determined by medical certification may elect to utilize sick leave, vacation leave, holiday comp or leave without pay in accordance with TTUHSC El Paso policies.
- B. Such employees may be permitted to work as long as the employee is able to work a regular schedule and fulfill the duties and responsibilities of the position.

V. Right to Change Policy. TTUHSC El Paso reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time without the consent of employees.