

PJA Communicable Disease Plan

Policy Statement

It is the policy of the Portland Jewish Academy (PJA) to ensure a safe and healthy environment for faculty, staff, students, families and guests. Communicable and infectious diseases are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Purpose

Portland Jewish Academy (PJA) has developed this communicable disease policy and these procedures to ensure the health and safety of all employees, students, and visitors. PJA is aware of the current medical pronouncements regarding the nature and transmission of various communicable diseases, as well as the laws regarding discrimination and communicable diseases. Decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

PJA will strive to provide periodic communicable disease orientation to its employees. The Human Resources department shall also periodically inform employees of the communicable disease policy and make available assorted publications, brochures, etc., deemed appropriate to enhance the education and understanding of the workforce as necessary. This education is provided to help employees understand how communicable diseases spread, how to reduce the risk of exposure and to reduce unrealistic fears of contacting a communicable disease.

Scope and Application

This program applies to all PJA employees, students, and volunteers. PJA will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases. Persons infected or reasonably believed to be infected with communicable diseases will not be excluded from employment, or restricted in their access to services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, or others associated with such experiences, including faculty, staff, students, and their families.

Communicable Disease Program

Responsibilities

1. Senior Leadership

The Executive Director and Communicable Disease Response Executive Team are the program administrators and have the authority and responsibility for implementing and maintaining this Communicable Disease Program.

Assigned campus program administrators are as follows:

Steve Albert
Executive Director, PJA
(503) 535-3592

Merrill Hendin
Principal, PJA
(503) 358-5331

Miriam Stroud
Human Resources Director, PJA
(503) 535-3632

Erika Saiers
Director of Early Childhood Education, PJA
(503) 535-3536

General responsibilities for the Program Administrators include, but are not limited to, the following:

- Participate in the PJA Communicable Disease Response Team
- Ensure that general communicable disease safety training is provided
- Ensure that communicable disease exposure investigations, and evaluation of exposure control measures are completed
- Ensure that employee and member exposure and training records are maintained

They shall work closely with Oregon Health Authority to investigate all reports of exposure via laboratory reports, patient symptoms and other pertinent information.

Executive Director

The Executive Director shall be the primary point of contact in the event of a reported communicable disease exposure. The Executive Director is also responsible for making reports to the Multnomah County Health Department, as necessary, and for reporting to the media on behalf of PJA following the investigation reports of exposure via laboratory reports, patient symptoms and other pertinent information. The Executive Director can be reached at (503) 535-3592 during regular school hours.

Principal

The Principal participates in the PJA Communicable Disease Response Team. The Principal is responsible for undertaking the duties of the Executive Director, as outlined above, at his request or in his absence. The Principal can be reached at (503) 452-3424 during regular school hours.

Director of Early Childhood Education

The Director of Early Childhood Education participates in the PJA Communicable Disease Response Team. The Director of Early Childhood Education has particular responsibility for supporting response and follow-up in the event that an incident involves a faculty, staff, student or family member in the Early Childhood program. The Director of Early Childhood Education can be reached at (503) 535-3536 during regular school hours.

2. School Administration and Program Directors

The Director of General Studies, Director of Jewish Life, Director of Early Childhood Education, and Director of Afterschool Programs are responsible for ensuring faculty and staff compliance, by faculty and staff under their respective supervision, with all the procedures outlined in this program, ensuring compliance with this program in their program area(s); participating in the PJA Communicable Disease Response Team as assigned by the Principal, and reporting communicable diseases exposures immediately to the Executive Director.

3. Human Resources.

The Director of Human Resources is charged with ensuring that employees are trained to comply with standard hygiene and housekeeping practices in order to reduce transmission of communicable diseases in the workplace; know the provisions of the PJA Communicable Disease policy; are responsible for the daily maintenance and upkeep of their work area(s); report communicable disease exposures and possible unsafe conditions immediately to their supervisor, manager or department head; follow standard precautions to prevent communicable disease transmission (i.e., hand washing, respiratory etiquette, etc.); and wear/utilize personal protective equipment (PPE) when recommended and provided.

Definitions

A. Primary Communicable Diseases of Concern

Communicable disease is a health-threatening disease or illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host or vector, or through the inanimate environment. The following discussion provides general information on the four (4) primary diseases of concern at PJA: Influenza, Shingles, Tuberculosis, and Coronavirus (COVID-19).

Information obtained from online resources provided by the Centers for Disease Control and Prevention (CDC) at www.cdc.gov.

1. Influenza is a communicable disease that includes symptoms such as fever, headache, tiredness, dry cough, sore throat, nasal congestion, and body aches. While most people who get influenza recover, some individuals will develop life-threatening complications such as pneumonia.

2. Shingles is caused by the varicella zoster virus, the same virus that causes chickenpox. After a person recovers from chickenpox, the virus stays in the body in a dormant (inactive) state. For reasons that are not fully known, the virus can reactivate years later, causing shingles. Shingles usually starts as a painful rash on one side of the face or body. The rash forms blisters that typically scab over in 7–10 days and clears up within 2–4 weeks. Shingles is less contagious than chickenpox and the risk of a person with shingles spreading the virus is low if the rash is covered.

3. Tuberculosis (TB) is a disease that is spread from person to person through the air. The general symptoms include feeling sick or weak, weight loss, fever, and night sweats. The symptoms of TB of the lungs include coughing, chest pain, and coughing of blood. TB can also affect other parts of the body such as the kidneys. Employees who suspect they may have been infected with tuberculosis should contact their healthcare provider for a tuberculin skin test and if the skin test is positive, for a follow-up X ray.

4. COVID-19 is a communicable disease caused by the novel coronavirus that includes symptoms such as fever, cough, shortness of breath, fatigue, headache, new loss of taste or smell, muscle and body aches, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. While most people who get COVID-19 recover, some individuals will develop life-threatening complications particularly those with compromised immune systems or other factors.

B. Additional Communicable Diseases

Communicable disease prevention efforts at PJA shall address the specific diseases of concern, as described above. The following information regarding additional communicable diseases is incorporated for informational purposes. This list includes diseases which may be common for similar recreational campuses; this does not represent an exhaustive list of all communicable diseases. Questions regarding diseases or conditions not discussed here should be directed to the Executive Director, Principal or Human Resources Director.

Information obtained from online resources provided by the Centers for Disease Control and Prevention (CDC) at www.cdc.gov.

1. Staphylococcus aureus, often referred to simply as “staph,” are bacteria healthy people can carry on the skin or in the nose. Staph bacteria commonly cause skin infections, such as boils. Most of these infections are not life-threatening. In addition to skin infections, staph bacteria can cause infections in the blood, in the bones and in the lungs (pneumonia). Most serious staph bacterial infections are treated with an antibiotic related to penicillin. However some staph bacteria have become resistant to antibiotics, including the commonly used penicillin-related antibiotics. These resistant bacteria are called methicillin-resistant Staphylococcus aureus, or MRSA.

The official name of this infection is Community-Associated Methicillin-resistant Staphylococcus Aureus (CA-MRSA). MRSA is a type of staph infection that is resistant to some antibiotics, including methicillin, oxacillin, penicillin, and amoxicillin. Staph or MRSA infections usually show up as skin infections, such as pimples and boils, and occur in otherwise healthy people. MRSA is often spread by skin-to-skin contact or contact with shared items, such as towels, or surfaces that have come in contact with someone else’s infection.

2. Meningitis is a disease caused by the inflammation of the protective membranes covering the brain and spinal cord known as the meninges. The inflammation is usually caused by an infection of the fluid surrounding the brain and spinal cord. Meningitis may develop in response to a number of causes including bacterial, viral, parasitic, fungal, and non-infectious meningitis (caused by physical injury, cancer or certain drugs). The severity of illness and the treatment for meningitis differ depending on the cause. Thus, it is important to know the specific cause of meningitis.

Bacterial meningitis is contagious; the bacteria are spread through the exchange of respiratory and throat secretions (i.e., kissing). Enteroviruses, the most common cause of viral meningitis, are most often spread from person to person through fecal contamination (which can occur when changing a diaper or using the toilet and not properly washing hands afterwards).

3. Conjunctivitis is a common eye condition worldwide. It causes inflammation (swelling) of the conjunctiva—the thin layer that lines the inside of the eyelid and covers the white part of the eye. Conjunctivitis is often called "pink eye" or "red eye" because it can cause the white of the eye to take on a pink or red color. The most common causes of conjunctivitis are viruses, bacteria, and allergens. But there are other causes, including chemicals, fungi, certain diseases, and contact lens use (especially the extended-wear type). Viral and bacterial conjunctivitis can be easily spread from person to person and can cause epidemics. Simple good hygiene practices can greatly reduce the risk of getting conjunctivitis or of passing it on to someone else.

4. Hepatitis A is a liver disease caused by the hepatitis A virus. Symptoms include jaundice, fatigue, abdominal pain, loss of appetite, intermittent nausea, fever, vomiting, and diarrhea. It is transmitted by fecal-oral material, food/waterborne outbreaks, or it can be blood borne (rare). Persons with hepatitis A can spread the virus to others who live in the same household or with whom they have sexual contact. Casual contact as in the usual office setting does not spread the virus.

5. Measles (also called rubeola) is a respiratory disease caused by the measles virus. A typical case of measles begins with mild to moderate fever, cough, runny nose, red eyes, and sore throat. Two or three days after symptoms begin, tiny white spots (Koplik's spots) may appear inside the mouth. Measles is highly contagious and can be spread to others from four days before to four days after the rash appears. The virus lives in the mucus in the nose and throat of the infected person, can be dispersed into the air from a sneeze, and can live on infected surfaces for up to 2 hours. Measles can be effectively prevented by the combination MMR (measles, mumps, and rubella) vaccine.

6. Pertussis, a respiratory illness commonly known as whooping cough, is a very contagious disease caused by a type of bacteria called *Bordetella pertussis*. These bacteria attach to the cilia (tiny, hair-like extensions) that line part of the upper respiratory system. The bacteria release toxins, which damage the cilia and cause inflammation (swelling). Pertussis is a very contagious disease only found in humans and is spread from person to person. People with pertussis usually spread the disease by coughing or sneezing while in close contact with others, who then breathe in the pertussis bacteria. Pertussis vaccines can be very effective in protecting individuals from contracting the disease.

Standard Precautions

Standard Precautions represent the minimum prevention measures in any setting where healthcare is delivered and may be adapted in other environments (i.e. classrooms, offices) to minimize the spread of communicable diseases. These evidence-based practices are designed to both protect healthcare personnel and prevent the spread of infections among patients. Standard Precautions include hand hygiene, use of personal protective equipment also known as PPE such as gowns, gloves, and facemasks, respiratory hygiene and cough etiquette, safe injection practices, and safe handling of potentially contaminated equipment or surfaces.

A. Hand Hygiene

Hand hygiene procedures include the use of alcohol-based hand rubs (containing 60-95% alcohol) and hand washing with soap and water. Hand washing with soap and water is the

preferred method of sanitization, but, if unavailable, an alcohol-based hand sanitizer should be used. Hand hygiene stations should be strategically placed to ensure easy access.

1. Using Alcohol-based Hand Rub

Dispense the recommended volume of product; apply product to the palm of one hand; and rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required).

2. Hand Washing with Soap and Water

Wet hands first with water (avoid using hot water). Apply soap to hands. Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers. Rinse hands with water and dry thoroughly with paper towel. Use paper towel to turn off water faucet.

B. Personal Protective Equipment (PPE)

Personal protective equipment use involves specialized clothing or equipment worn for protection against infectious materials. The selection of PPE is based on the nature of the task at hand and potential for exposure to blood, body fluids or infectious agents. A review of available PPE should be performed periodically (e.g., annually) due to new product developments and improvements. Appropriate PPE for all job tasks at PJA has been determined by the Communicable Disease Response Team and can be attained by connecting with your administrative partner or supervisor.

Red Cross/ PJA Blood Borne Pathogens – Exposure Control Program

The Red Cross/ PJA Blood borne pathogens program can be referenced to promote safe work practices for employees, reduce occupational exposure to Hepatitis Viruses B and C (HBV and HCV) and Human Immunodeficiency Virus (HIV). This program is designed to protect employees from health hazards associated with blood borne pathogens and identified provisions for the appropriate treatment and counseling of any employee who may become exposed during the course of work.

Reporting Protocol

PJA has established procedures to follow when employees come into contact with another employee, student, parent/guardian, or other visitor who has a communicable disease. Any employee, who is exposed to a communicable disease or becomes aware of another employee who may have been exposed to a communicable disease while at work, will immediately contact his or her supervisor, or the Executive Director, and the following protocol shall apply:

- The Human Resource Director will coordinate all procedures for those employees who are exposed at work to a communicable disease.
- If hospitalization is required, the employee will be instructed to go to the appropriate medical facility, in accordance with PJA policy.
- If a period of convalescence and/or isolation is required due to an exposure to a communicable disease, this will be arranged in accordance with PJA policy regarding medical leave and Workers Compensation.
- The employee and/or supervisor will complete and submit a report to Human Resources that includes the following information:
 - The circumstances concerning the encounter, including the known or suspected nature of the disease;
 - The name and address of the infected person;

- The name, address, and telephone number of the physician who is attending the infected person, if known;
- The names and employee numbers of all employees who have come in contact with the person suspected of being infected with a communicable disease; and
- Persons who are infected with a communicable disease or have come into contact with persons who are infected with a communicable disease in the last 14 days should contact their direct supervisor or the Executive Director immediately.

Communicable Disease Response Team (CDRT)

PJA has a communicable disease response team (CDRT) to assist with issues relating to communicable diseases. This team should work cooperatively with the state board of health, the county health department and employees in order to provide a support system for affected persons, a plan to accommodate work assignments, design a plan to reduce exposure in the workplace, and allay fears at work.

1. All persons involved in CDRT matters shall be required to treat all proceedings, deliberations, and documents as confidential information. Confidential medical information should be shared with designated company and/or medical personnel in accordance with applicable health privacy law.
2. The CDRT may include the following members: Executive Director, Principal, Human Resources Director, and Director of Early Childhood Education.
(Team may be modified to the conditions, which may apply.)

Investigation of Reported Exposures

All employees are expected to report possible exposure to their supervisor or the Executive Director. All possible exposures shall then be reported to the Executive Director by email or phone and an initial investigation shall be conducted by the CDRT. In the event that the Executive Director is unavailable, the Principal will initiate the investigation.

1. The Executive Director will follow up with additional information as it becomes available. They shall assist in the investigation and maintain communications with the Principal.
2. The Executive Director shall investigate the exposure via laboratory reports, patient symptoms and other pertinent information. Information gained during the investigation will be provided to the Principal and Human Resources Director.
 - a. If the communicable disease diagnosis is ruled out, the Executive Director will notify the Principal and Human Resources Director and no further action is required.
 - b. If the communicable disease diagnosis is confirmed, or exposure follow-up is required, the Executive Director with the assistance of the Principal will take the following actions:
 - i. Identify times, locations, organism and communicable period, and determine the preliminary timeline of exposure, incubation and transmission;
 - ii. Confer to determine initial extent of exposure, and the need to convene the Communicable Disease Response Team (CDRT); and
 - iii. When immediate action is required, convene a CDRT meeting within 24 hours of initial report.
3. The Executive Director will initiate the required notification to the local Department of Public Health and/or Oregon State Department of Public Health Communicable Diseases Branch as

required by law after reporting the findings to the Principal. The School Registrar provides assistance and support regarding the review of logs and the provision of information necessary for contact tracing.

4. The Executive Director and the Principal shall jointly provide a summary of the exposure activities and report these findings to the CDRT.

Primary Contact Information

Steve Albert
Executive Director, PJA
(503) 535-3592

Merrill Hendin
Principal, PJA
(503) 452-3424

Miriam Stroud
Human Resources Director, PJA
(503) 535-3632

Erika Saiers
Director of Early Childhood Education, PJA
(503) 535-3536

Medical Attention and Information

Medical Examinations

Medical examinations shall be conducted by an authorized occupational physician(s).

Vaccinations

In general, PJA does not require employees to receive vaccinations; receipt of vaccinations shall occur on a voluntary basis.

Confidentiality

An employee's medical condition will be maintained in confidence in accordance with applicable law, such as the ADA, the FMLA, GINA, HIPAA, state workers' compensation statute, etc., and information regarding an employee's health is to be provided only to those persons with a need to know. Employees are expected to report information only as required by applicable law. Vaccinations are covered by individual healthcare providers for employees who do wish to receive them. Stipulations may apply in certain situations (i.e., employee blood borne pathogen exposure, etc.); please refer to the appropriate policies and the PJA/Red Cross Blood borne Pathogen Program.

Reports from Healthcare Providers

The supervisor, Principal, and Human Resources Director, and, if appropriate, a consulting physician shall determine if a statement should be obtained from the employee's attending healthcare provider that the employee's continued presence at work will pose no significant current risk of substantial harm to the employee, co-workers, staff, or patrons. The employee's consent to such reports will be obtained in accordance with applicable law.

Workers' Compensation & Work Restrictions

Required Medical Leave

Employees with a communicable disease may have rights for leave under the medical leave policy or under the FMLA. Supervisors should refer any questions regarding leave policy and the FMLA to the Human Resources department. PJA will follow all medical leave guidelines outlined by these policies.

Employee Refusal to Work

In the event an employee refuses to work with a fellow employee because they perceive he or she has a contagious disease, the employee's supervisor will address the issue and PJA Human Resources may intervene depending on the severity of the situation.

Discipline

PJA Employee Handbook policies include guidelines regarding implementation of any disciplinary action in the event an employee fails to follow a physician's instructions (to control the spread of communicable diseases), or if an employee fails to follow standard hygiene procedures to control the spread of communicable diseases. If a communicable illness is work related, the employee is to report that fact, in accordance with PJA policy. PJA will follow all work restriction guidelines outlined by the Multnomah County Health Department or as designated by the Oregon Health Authority. Information shall be provided immediately to Human Resources regarding work restrictions for employees.

Information and Training

PJA will present the communicable disease policy and related topics to employees via any of the following methods:

1. Health Alerts

Health alerts may also be distributed, as needed, via the following methods: Newsletter, Emergency Notification System, Social Media, General Campus-wide E-mail, Safety Memo, Poster/flyer campaigns (posted, distributed around campus)

2. Employee Training

- PJA will provide training to each employee who has duties that require the employee to have contact with blood or bodily fluids in the scope of the employee's duties. Supervisors should review this information with employees on an ongoing basis.
- Initial training will cover the following: The PJA Communicable Disease policy; and instruction on the principle means by which communicable diseases are spread, and the best methods for restriction and prevention of such diseases, shall be taught to employees.
- Supervisors are responsible for ensuring that employees who have duties that require them to have contact with blood or bodily fluids in the scope of the employee's duties receive the appropriate training before working with it.

All training must be documented by the individual presenting the training session and a copy of the training records will be submitted to the Human Resources Director.

Records of employee communicable disease training, exposure reports, exposure investigations, will be maintained for at least 5 years. Employee training records shall include the name of the employees trained, date and type of training provided, and the provider of the training. Administrators, program directors, and supervisors are responsible for ensuring employee training records are generated and a copy is sent to the Human Resources department to be maintained on file for five years. All medical information and records, verbal and written, concerning the occupational exposure of an employee will not be disclosed or released to anyone without the employee's written consent except as required by law. These records will be kept by the PJA Human Resources Department.

Regulatory References

OSHA General Duty Clause

Family and Medical Leave Act (FMLA)

Americans with Disabilities Act (ADA)

Genetic Information Nondiscrimination Act (GINA)

Health Information Portability and Accountability Act (HIPAA)