

## **DCTC Policy 4.24 Employees' Right to Know – Infectious Conditions**

### **Part 1. Policy Statement.**

#### **I. College Policy:**

It is the policy of Dakota County Technical College that each employee shall have a place of employment and conditions of employment free from recognized hazards that are causing, or likely to cause, death or serious injury or harm to its employees. The college shall identify the positions and specific employees, which may be at risk for exposure to infectious agents and will provide appropriate training.

#### **II. Training:**

The college recognizes that the education of staff regarding risks involved in the spread of infectious conditions in the school setting will help to minimize the risk of transmission while protecting the rights of infected students and employees.

A. College employees will receive instruction regarding this policy, appropriate hygienic practices for use in all college settings, precautions to be employed where infectious conditions may be encountered, and community resources for referral and information.

B. All employees who are routinely exposed to infectious agents shall receive training in the following areas:

1. Chain of infection, allowing employees to understand the process by which an infectious condition is spread;
2. Proper techniques in order for the employee to avoid self-contamination, including use of special supplies, such as disposable gloves or masks;
3. Hazards to special at-risk employees or employee groups;
4. Recommended immunization practices;
5. Symptoms and effects of contamination; and
6. Sources of information in the workplace on infectious conditions explaining infectious conditions, their symptoms and effects.

#### **III. Work Place Accident and Injury Reduction Program:**

The college will implement a written workplace accident and injury reduction program in order to promote safe and healthful working conditions. The program will include the identification of infectious conditions, analysis of the methods of controlling those conditions, methods for investigating workplace accidents and implementing corrective action and methods of enforcement of safe workplace practices and rules.

Individuals designated by the president will review the workplace accident and injury reduction program at least annually. The college will document its efforts and successes under the program.

IV. Access to Information on Infectious Conditions:

A. The college will gather and maintain resource materials setting forth the chain of infection, symptoms and effects, and methods to avoid self-contamination for all infectious agents to which employees may be routinely exposed in the course of their employment. This information will be available to all employees upon request. The college Health Services staff may be contacted for information regarding infectious conditions or a specific infectious agent.

B. The college will notify employees of specific potential exposure risks contemplated by this policy. Such information shall be provided in sufficient detail to allow employees to avail themselves of such precautions as are necessary to safely accomplish the employee's job tasks.

C. Employees whose own health conditions (i.e. pregnancy or immune system impairments) may create an unexpected risk upon exposure to infectious agents shall inform their Program Administrator of this fact so that appropriate measures may be taken.

**Part 2. Definitions.** (if any, otherwise remove this section)

At end:

**Related Documents:**

- DCTC Procedure <# - Name>
- State & Minnesota State Policies and Procedures
- Federal & State Laws and Regulations
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**Responsible Administrator:** <Administrator's Title>

**Policy History:**

Date of Adoption: 02/01/1996

Last Revision Date: 05/30/2017

Date most recent policy revisions go into effect: 05/30/2017

**Date and Subject of Revisions:**

05/30/2017 - Updated title and history and changed MNSCU reference to Minnesota State