

UICOMP SOP	
Document ID:	1
Approval Date:	SOP Effective Date:
Title: Notification of Communicable Illnesses	

1.0 Purpose

This procedure describes the process of notifying employees, students, and volunteers of potential exposure to communicable illnesses on the Peoria campus.

2.0 Scope of Responsibility

This procedure covers all UICOMP employees, students, and volunteers.

3.0 References

UIC Students with Communicable Illnesses Notification Protocol

4.0 Responsibilities

Department of Medicine, Dean's Office, Student Affairs, Human Resources, and Strategic Communications

5.0 Procedure

Identification

- Identification of a student or employee with a communicable illness is typically disclosed to the campus in one of the following ways:
 - Self-reported to the University
 - Department of Public Health (city, county or state)
 - Hospital or other provider
- If the case is confirmed by a Department of Public Health, they file a case report and conduct an investigation. During the investigation, once it is disclosed to the University that the individual is an UICOMP student, employee, or volunteer, the Dean's Office will initiate the notification process.
- In addition, there may be hospital cases or community activity that would require notification to UICOMP employees, students, and/or volunteers for possible screening, prevention, evaluation or treatment.

Notification

- Confirmed or probable cases of communicable diseases may require a notification alert from the campus to students, employees, volunteers, etc.

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depending on the severity of the organism, the nature of the exposure and outbreak concerns.

- These notifications can include notification of possible exposure, instructions to be evaluated with testing or treatment, prevention measures to avoid exposure, education about signs and symptoms, or education about self-treatment if applicable.
- Suspected cases will not usually activate the full protocol until the illness is confirmed. However, based on probability of the diagnosis, severity of the disease and risk of transmission there may be notification in some cases without confirmation.

Examples of Communicable Diseases

- Pertussis
- Meningitis (*Neisseria meningitides* is the organism of concern most likely to occur in student populations)
- Tuberculosis
- Chicken Pox
- Other emerging diseases (e.g. SARS, swine flu)
- There are other communicable diseases that are not reportable to the Department of Public Health, but may invoke this notification protocol if there is concern for an outbreak on the campus or within the Hospital. Examples include:
 - Influenza-like illnesses
 - Norovirus or other gastrointestinal illnesses

Cases Reported to UICOMP from Department(s) of Public Health (city, county or state)

- Notification is made to Dr. John Farrell, Department of Medicine
- Department of Medicine notifies the Dean's Office
- If necessary, the Dean's Office convenes a meeting with staff from Department of Medicine, Student Affairs, CON, Human Resources, and Strategic Communications
- Strategic Communications shares information with the campus community: updates UICOMP web site; Urgent/Official e-mail; SMS

Cases Reported by the Student or Family Member

- Student and/or family member notifies the university

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- Notification should be made to Dean's Office, the Office of Student Affairs, CON, and Human Resources
- Department of Medicine is notified
- If necessary, the Dean's Office convenes a meeting with staff from Department of Medicine, Student Affairs, CON, Human Resources, and Strategic Communications
- Strategic Communications shares information with the campus community: updates UICOMP web site; Urgent/Official e-mail; SMS

Cases Reported by hospital or provider

- Notification is made to the Dean's Office, Department of Medicine, the Office of Student Affairs, CON, and/or Human Resources
- If necessary, the Dean's Office convenes a meeting with staff from Department of Medicine, Student Affairs, CON, Human Resources, and Strategic Communications
- Department of Medicine notifies the Board of Health
- Strategic Communications shares information with campus community: updates the UICOMP web site; Urgent/Official e-mail; SMS

Note: Notification to neighbors is the responsibility of the Department of Public Health.

6.0 Periodic Review

This procedure will be reviewed as changes occur.

7.0 Enforcement

8.0 Attachments

Campus contacts:

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Reviewed By:	Signature	Date
Administrative Affairs/Dean's Office		
Safety Committee		
Other:		
Other:		

Version History		Date
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Review History – denotes the month and year of yearly reviews			

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