



## Infectious Disease

**Category:** Health and Safety;

**Jurisdiction:** Vice President, Administration and Finance;

**Approval Authority:** Executive Team;

**Established on:** August 15, 2003;

**Amendments:** None.

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### University Statement

Lakehead University is committed to providing a safe working and learning environment for its faculty, staff and students. With this in mind, the University has developed a policy to address concerns regarding reportable infectious diseases as defined by the Ministry of Health.

This policy has been developed for the purpose of addressing communicable diseases that pose a threat to the University because of the potential for rapid transmission of infection to the University community. Examples of such infectious diseases include Anthrax, Meningitis, Measles, Severe Acute Respiratory Syndrome (SARS), Tuberculosis (TB), Hepatitis and other types of non-sexually transmitted reportable diseases.

### Internal Procedure for Reporting Concerns

1. Any member of the University community concerned for their personal health because of an infectious disease, or is aware that someone at the University has an infectious disease should report, in confidence, this concern to his or her supervisor, department head or any other person in authority. The person in authority shall report, in confidence, the concern to the Manager, Health and Counselling Centre if the concern relates to the health of a student, or to the Human Resources Officer - Health and Safety, if the concern relates to the health of a staff member.

2. If it is confirmed by a member of the University community has contracted a reportable infectious disease the Thunder Bay District Health Unit will advise the University as to what action is required to be taken. The University will comply with any such directives.

## **Examination Cancellation**

The President, will decide, in consultation with the VP (Academic) and the Executive Director, University Services (and the Chair of the Infectious Disease Response Team) whether to proceed with or to postpone examinations in the event that a member(s) of the University community has contracted reportable infectious disease.

## **Internal Procedures to Comply with Directives from the Thunder Bay District Health Unit**

If the Thunder Bay District Health Unit decides that action must be taken, the Manager of Health and Counselling Center in conjunction with the Human Resources Officer, Health and Safety will convene a meeting of the Infectious Disease Response Committee to ensure the University complies with the directives of the TB District Health Unit.

The Infectious Disease Response Committee shall consist of, but not necessarily be limited to:

Executive Director, University Services - Chair  
Manager, Health & Counselling Centre  
Manager, Residence and Conference Services  
Representative, Office of Communications  
Representative, Physical Department  
Manager, Security Services  
Vice- Provost Student Affairs  
Human Resources Officer -Health & Safety  
President, Lakehead University Student Union

## **Communications**

All official communications with respect to any incident of a reportable, communicable disease, and especially communications with the media must be channelled through the Office of

Communications. The Office of Communications will ensure that an appropriate communications protocol is developed with input from the Infectious Disease Response Committee and other departments or individuals as may be appropriate.

### **Confidentiality**

Except where required by law under no circumstances will the identity of the individual(s) be disclosed.

### **Review by Committee**

The Infectious Disease Response Committee shall convene in the aftermath of an incident to review the events to determine the appropriateness and effectiveness of the response. Furthermore, the Committee may meet to determine whether any further preventive action is necessary, and prepare for any external inquests or enquiries arising from the event.

### **Policy Review**

This responsibility for the review of this policy rests with the Executive Director. The policy should be reviewed at least every three (3) years.

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**Review Period:** 3 years;

**Date for Next Review:** 2020-2021;

**Related Policies and Procedures:** To be determined;

**Policy Superseded by this Policy:** None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: [univsec@lakeheadu.ca](mailto:univsec@lakeheadu.ca).