

Subject: **Reassignment/Absence to Prevent Contagion**

Applies to: All Faculty and Staff with Patient Contact

- I. Policy: A faculty or staff member who has a temporary, non-disabling infection which could pose a direct and imminent threat of transmitting the contagion to patients, either directly or indirectly may be required by his or her department head, on the recommendation of Occupational & Environmental Medicine (OEM), to stay away from patient contact, to be reassigned to different patient care areas, or to be reassigned to non-patient contact duties for a specified period of time to avoid the risk of spreading an infection to patients.
  
- II. Guidelines for Payment:
  - A. Payment for "Absence to Prevent Contagion" may only be initiated on the recommendation of OEM. Absence to prevent contagion may be invoked only after a responsible administrator determines that a temporary, alternative assignment, without serious risk of contagion to patients, cannot be arranged and approved by OEM.
  
  - B. The individual shall receive base wages or salary (including shift differential where applicable) for regularly scheduled hours excused on the advice of OEM. Base wages or salary shall continue until OEM advises the department that the individual may return to work. However, under this policy, an individual's base wage or salary shall not continue beyond 30 days without additional review by OEM.
  
- III. Procedures:
  - A. After an individual has been seen by his or her personal physician and deemed to have a temporary non-disabling infection which may pose a threat of contagion, supervisors must first consider and discuss with the individual reassignment duties available in the department and/or unit.
  
  - B. If reassignment is not feasible, supervisors/department heads must call OEM (275-1164) to speak with the OEM nurse regarding the affected employee. The OEM nurse will determine next steps and whether absence to prevent contagion applies.
  
  - C. If absence to prevent contagion applies, the absence should be recorded by noting the number of excused hours or days using the time reporting code of "CNH" in Time & Labor reporting system.
  
  - D. After normal business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.) or on weekends, the employee may be reassigned according to recommendation of the on-call Infection Control Staff (see Infection Control Manual for guidance); or may be excused until OEM reopens on Monday.

See also Policy: [#339 Sick Leave Plan for Short-Term Disability](#)  
[#271 Workers Compensation Insurance](#)  
[SMH Infection Control Manual](#)  
[University Emergency Information](#)