

<b>ADMINISTRATIVE DIVISION</b> HR Division of Human Resources		<b>POLICY NUMBER</b> 1.68
<b>POLICY TITLE</b> Immunization and Infectious Disease Outbreak		
<b>SCOPE OF POLICY</b> USC System		<b>DATE OF REVISION</b> August 20, 2024
<b>RESPONSIBLE OFFICER</b> Vice President for Human Resources		<b>ADMINISTRATIVE OFFICE</b> Division of Human Resources

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## **PURPOSE**

This policy addresses immunization recommendations for faculty and staff that will minimize the sources and transmission of infections. This policy complements requirements of policy [STAF 7.03 Immunization Requirements \(Measles MMR, Tuberculosis PPD and Meningitis\)](#) for students.

## **DEFINITIONS AND ACRONYMS**

**Centers for Disease Control and Prevention (CDC):** A Federal agency whose mission is to protect America from health, safety and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same.

**Incubation period:** The period between exposure to an infection and the appearance of the first symptoms.

**Measles, Mumps, Rubella (MMR):** A vaccine that is given to prevent measles, mumps, and rubella.

**Measles:** A highly contagious virus that starts with fever, runny nose, cough, red eyes, and sore throat, followed by a rash that spreads all over the body.

**Measles outbreak:** Due to the infectious nature of measles, one (1) confirmed case is considered an outbreak.

**Serum Titer:** Blood tests that measure whether one is immune to a given disease(s). More specifically a quantitative serum titer is a titer with a numerical value indicating an individual's actual degree of immunity to a disease(s)

**South Carolina Department of Health and Environmental Control (SCDHEC):** A State entity charged with promoting and protecting the health of the public and the environment in South Carolina.

**Vaccine-preventable illnesses:** An infectious disease for which an effective preventive vaccine exists. If a person acquires a vaccine-preventable disease and dies from it, the death is considered a vaccine- preventable death.

#### **POLICY STATEMENT**

Vaccine preventable illnesses occur at institutions of higher education in the United States and pose a significant threat to public health. The goal of the university is to provide adequate protection against vaccine preventable diseases.

The university does not require faculty and staff to provide proof of immunizations. Some divisions and departments, however, may have immunization requirements to work in specialized areas, such as healthcare, and employees must comply with those departmental policies.

In the event of disease-related outbreak, SCDHEC (or the CDC in extreme cases) has the authority to direct campus administrators and community members on appropriate actions based on the situation, including the ability to quarantine and/or exclude members of the community until the threat is over.

It is highly recommended that all employees have documentation of immunity to measles. During a measles outbreak, faculty and staff who cannot show proof of immunity may be excluded from property owned or maintained by the university, including attending classes or from other university-sponsored events for their own protection and the protection of others. This exclusion from university property will last until the measles incubation period has ended, which is 21 days from the last identified case of the communicable disease has passed; the 21-day incubation period starts over with each identified case.

#### **PROCEDURES**

##### **A. Immunization Status**

1. Proof of immunity for MMR requires one of the following:
  - a. Two doses of MMR (measles, mumps, rubella) are required for personnel born in 1957 or later (dose 1-given at age 12 months or later and dose 2-given at least

one month after first dose.

- b. A positive serum titer (blood antibody) may also provide evidence of immunity.
  - c. Personnel born before 1957 are exempt from this requirement.
2. Faculty and staff who are not certain of their immunization status or who require the vaccine are encouraged to consult with their health care provider. Depending on health care coverage employees may be eligible to receive the vaccination at no cost.

Vaccines are offered at the Immunization Clinic at the Center for Health and Well-Being and may be administered for faculty and staff on a fee-for-service basis. Questions regarding immunizations should be directed to the Center for Health and Well-Being Immunization Clinic, 803-777-9511.

3. Student Health Services will store faculty and staff immunization records within their Electronic Medical Record at the request of the faculty/staff member. Student Health Services Electronic Medical Record and practices are compliant with the privacy and security regulations of the Health Information Portability and Accountability Act (HIPAA). Faculty and staff are not required to submit their records to Student Health Services. The maintaining of vaccination records is offered as a courtesy to employees to aid with the timely confirmation of an individual's immunization status.

#### B. Measles Outbreak

For faculty and staff who are not able to show immunization in the event of a measles outbreak and have been excluded from campus:

- 1. Faculty should communicate with their department chair to determine acceptable alternative work assignments, including the potential to work remotely.
- 2. Staff should coordinate with their supervisor to determine if it is possible to work remotely, per the guidelines in policy [HR 1.22 Telecommuting](#).
- 3. Approval for remote work assignments will be given on a case-by-case basis and will depend on the nature of the work and available resources.
- 4. Personnel who are not able to work remotely will be required to take sick leave ([policy HR 1.06](#)), annual leave ([policy HR 1.03](#)), leave without pay ([policy HR 1.12](#)), compensatory time ([policy HR 1.84](#)) or a combination of these options until the exclusion period has passed.
- 5. Personnel who have been excluded, but who can subsequently show proof of effective immunization, may be allowed to return to campus.

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**  
[HR 1.03 Annual Leave](#)

[HR 1.06 Sick Leave](#)

[HR 1.12 Leave Without Pay](#)

[HR 1.22 Telecommuting](#)

[HR 1.84 Minimum Wage, Official Workweek, and Overtime Compensation](#)

[STAF 7.03 Immunization Requirements \(Measles MMR, Tuberculosis PPD and Meningitis\)](#)

#### **HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
December 13, 2019	New Policy
August 20, 2024	Policy Revalidated