

Title	COMMUNICABLE DISEASE PROCEDURE – EMPLOYEES	Independent Procedure No.	9046
Department	HUMAN RESOURCE SERVICES		
Resources	Education Act Health Protection and Promotion Act Municipal Freedom of Information and Protection of Privacy Act Ontario Human Rights Code Occupational Health and Safety Act	Effective Date	2013 Jan 07

The Thames Valley District School Board (hereinafter the “Board”) is committed to:

- Providing a safe and healthy work environment for its employees in accordance with the Education Act, Health Protection and Promotion Act, Municipal Freedom of Information and Protection of Privacy Act, Ontario Human Rights Code and the Ontario Occupational Health and Safety Act.
- Taking every reasonable precaution to prevent the transmission of communicable and infectious disease.

This procedure is to be followed to reduce the spread of infection among staff and students. Additional information about specific communicable diseases is available from the local Public Health Units at:

www.healthunit.com (Middlesex, London) 519-663-5317, ext. 2427

www.elginhealth.on.ca (Elgin) 519-631-9900

www.county.oxford.on.ca (Oxford) 519-539-9800

or link from the Board’s website under the “Health and Safety or Disability Management” icon in Human Resource Services.

Administered By	HUMAN RESOURCE SERVICES
Date of Last Amendment	2013 Sept. 10

Under Section 28 of the Health Protection and Promotion Act, school principals have a duty to report all reportable diseases to the Medical Officer of Health, even if it is the principal's opinion that it is not a reportable disease.

http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_910559_e.htm

1.0 General Guidelines

- 1.1 This procedure will apply to all communicable diseases which include, but are not limited to, Influenza, Fifth Disease, Measles, Mumps, Rubella, Chickenpox, and Pertussis (Whooping Cough).
- 1.2 Information regarding an employee's medical condition or status will be maintained in strict confidence.
- 1.3 Routine Practices and Additional Precautions (RP and AP), should be used whenever employees have contact with blood or body fluids at work.

Appropriate education and personal protective equipment will be provided to all employees who may be exposed to blood or body fluids while cleaning or collecting waste products.

Employees who are allergic to latex will be provided with an alternate product in gloves. These employees should inform their Principal / Supervisor, of the allergy, and notify disability management to have the allergy documented in the employee medical file.

2.0 Procedure / Preventable Measures

- 2.1 It is highly recommended that all employees see their health care provider to have their vaccination status reviewed. Vaccine preventable diseases include Tetanus, Diphtheria, Measles, Mumps, Rubella, Chickenpox, and Pertussis (whooping cough, as well as Hepatitis A and Hepatitis B).
- 2.2 Annual influenza vaccine (flu shot) is highly recommended for all employees. Consult with treating professional on individual's need.
- 2.3 Employees are advised that proper hand washing is the single most effective way of reducing the spread of infection (www.who.int/en/). Sneezing and coughing into elbow and following cough etiquette should be observed.
- 2.4 Fact sheets describing communicable diseases and Routine Practices and Additional Precautions are available from the Public Health Units.

2.5 Employees with a Communicable Disease

Employees with signs and symptoms of a communicable disease which may pose a risk of transmission to students or other employees, should remain off work until they are no longer infectious.

Open skin lesions – Lesions must be covered to prevent possible transmission of infection.

Conjunctivitis (Pink Eye) – Both viral and bacterial types are very contagious after signs and symptoms begin. Employees must be off work until drainage has subsided or antibiotic treatment has been in place for at least 24 hours, whichever is longer, as per health care provider instruction.

2.6 Pregnancy Recommendations

Pregnant employees and those planning pregnancy should seek advice from their health care provider regarding potential risks, if any, associated with specific work placement.

Annual influenza vaccination is highly recommended for pregnant employees. Other vaccines may be recommended.

2.7 Accidental Exposure

All first aiders should complete the series of immunizations for Hepatitis B and ensure other immunizations are up to date. In discussion with their health care provider, Hepatitis B titre values should be measured 1 to 6 months after completing their Hepatitis B immunization series. Routine Practices and Additional Precautions (RP and AP) are recommended as accidental exposure to blood could occur.

Employees who experience an unprotected exposure to blood or bloody body fluids, i.e., human bite, needle puncture, splash to the eye, mucous membrane or non-intact skin, or who contract a communicable disease from a workplace exposure must report the incident on an Employee Accident /Incident Report form to the Disability Management Officer. Appropriate health care will be provided and a WSIB claim will be processed if applicable.

2.8 Outbreak Management

The Board will collaborate with the local Health Unit and will implement appropriate protocols as needed.