

Communicable Diseases Procedure

RATIONALE:

Hamilton-Wentworth District School Board (HWDSB) is committed to ensuring the provision of plans, programs, and/or services that will enable students with health or medical needs to attend and participate in school.

All health support services must be administered in a manner that respects, to the degree possible in the circumstances, the student's right to privacy, dignity, and cultural sensitivity.

HWDSB recognizes its responsibility to minimize potential exposure of individuals to blood borne pathogens, while also respecting each individual's right to privacy regarding his/her medical condition.

HWDSB aims to maintain a healthy and safe working and learning environment for all staff and students by providing information and direction to administrators on the communication and reporting of communicable diseases in schools.

TERMINOLOGY:

Communicable Diseases: Communicable diseases are those defined by the Health Protection and Promotion Act, Ontario Regulation 558/91. More commonly, communicable diseases are illnesses caused by infectious pathogens including some viruses, bacteria, fungi, protozoa, prions, and parasites.

Reportable Diseases: Reportable diseases are communicable diseases that are defined by the Health Protection and Promotion Act, Ontario Regulation 559/91 as reportable. Under the Act, Principals must report to the Medical Officer of Health, via Public Health Services, suspected cases of reportable diseases involving pupils. This list is available from the Hamilton Public Health Services (*see Appendix A: Reportable Diseases Intake List*).

PROCEDURES:

1.0 Infection Prevention Measures

1.1 For information on hand hygiene, protective equipment, and clean-up procedures, staff are directed to the following documents:

1.1.1 Medical/Health Support Policy Procedure: Blood Borne Pathogens

1.1.2 Routine Practices for Infection Control SP-9

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- 1.2 Pregnant or immunocompromised staff may require additional considerations. Staff should consult their physician regarding any additional risks, measures, or testing that may be undertaken, and communicate pertinent information to their principal/supervisor.
- 1.3 For Fifth Disease, the Board has made arrangements for expedited immune status testing (*see Appendix B: Fifth Disease: Expedited Testing for Immunity*).

2.0 Reporting to Public Health

- 2.1 With the exception of varicella (chicken pox), all cases of diseases listed on the Reportable Diseases List must be reported to City of Hamilton Public Health Services (*see Appendix A: Reportable Diseases Intake List*).
- 2.2 Reports to City of Hamilton Public Health Services shall contain:
 - The name of the school, contact person, and telephone number;
 - Student(s)' name, sex, birthdate, and telephone number;
 - Name of the reportable disease.
- 2.3 The diseases highlighted in **yellow** on the Reportable Diseases Intake List require **immediate** reporting to the Medical Officer of Health by telephone at 905-546-2063.
- 2.4 The other diseases listed on the Reportable Diseases Intake List are to be reported by the next working day and sent by fax to 905-546-4078 (*see Appendix C: Reporting Student Illness: Notification of Disease at HWDSB*).
- 2.5 Although varicella (chicken pox) is listed on the Reportable Diseases List, reporting on this is to be done monthly and sent by fax to 905-546-4078 (*see Appendix D: Reporting Chicken Pox*).
- 2.6 When a cluster of students exhibits flu-like symptoms or diarrhea, or when school absenteeism reaches over 10% due to illness, a report must be made to the Medical Officer of Health by telephone at 905-546-2063.

3.0 Communication

- 3.1 Principals/Managers are to follow the procedure outlined in *Appendix H: HWDSB Communicable Disease Internal Communication Flow Chart and FAQs* for notifying board personnel.

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- 3.2 Any communication sent home to parent(s)/guardian(s) with regard to communicable diseases must be reviewed and approved by Corporate Communications and/or as advised by City of Hamilton Public Health Services.
- 3.3 A warning sign shall be posted on the door in the main entrance of the school when a case of any of the diseases listed in *Appendix E: When to Post a Communicable Diseases Warning* has been confirmed in the school (see *Appendix F: Communicable Diseases Warning Poster*).
- 3.4 Principals or their designate will email communicable.diseases@hwdsb.on.ca with details of the case and will notify their staff directly by any means that the principal/designate deems appropriate, and communicate any pertinent information provided by City of Hamilton Public Health Services.
- 3.5 Office staff will communicate any pertinent information provided by City of Hamilton Public Health Services to visitors.
- 3.6 The Health and Safety Department shall post the information to the Communicable Diseases webpage to notify all Board staff to the incidents of communicable diseases at their location: <http://bit.ly/2c5a9Yy>
- 3.7 All occasional or visiting staff should check the Communicable Diseases webpage for the status of the school before visiting.
- 3.8 Fact sheets containing additional information on the posted diseases will be available on the Communicable Diseases webpage.
- 3.9 Proper hand washing procedures (*Appendix G: Hand Washing Poster*) should be posted in all HWDSB washrooms.

4.0 Appendices

Appendix A: Reportable Diseases Intake List
Appendix B: Fifth Disease: Expedited Testing for Immunity
Appendix C: Reporting Student Illness: Notification of Disease at HWDSB
Appendix D: Reporting Chicken Pox
Appendix E: When to Post a Communicable Diseases Warning
Appendix F: Communicable Diseases Warning Poster
Appendix G: Hand Washing Poster
Appendix H: Communicable Diseases Internal Communication Flowchart and FAQs

Reportable Diseases Intake

The following specified Reportable Communicable Diseases are reportable to the local Medical Officer of Health

(Ontario Regulations 558/91 and 559/91 and amendments under the Health Protection and Promotion Act)

Diseases that are **highlighted** (including Influenza in institutions) should be reported immediately to the Medical Officer of Health by telephone.

Telephone 905-546-2063

Other diseases are to be reported by the next working day by fax or mail.

Fax 905-546-4078

Acquired Immunodeficiency Syndrome (AIDS)

Amebiasis

Anthrax

Botulism

Brucellosis

Campylobacter enteritis

Chancroid

Chickenpox (Varicella)

Chlamydia trachomatis infections

Cholera

Clostridium difficile associated disease (CDAD) outbreaks in public hospitals

Cryptosporidiosis

Cyclosporiasis

Cytomegalovirus infection, congenital

Diphtheria

Encephalitis, including,

- i. **Primary, viral**
- ii. **Post-infectious**
- iii. **Vaccine-related**
- iv. **Subacute sclerosing panencephalitis**
- v. **Unspecified**

Food poisoning, all causes

Gastroenteritis, institutional outbreaks

Giardiasis, except asymptomatic cases

Gonorrhoea

Group A Streptococcal disease, invasive

Group B Streptococcal disease, neonatal

Haemophilus influenzae b disease, invasive

Hantavirus pulmonary syndrome

Hemorrhagic fevers, including,

- i. **Ebola virus disease**
- ii. **Marburg virus disease**
- iii. **Other viral causes**

Hepatitis, viral,

- i. **Hepatitis A**
- ii. **Hepatitis B**
- iii. **Hepatitis C**
- iv. **Hepatitis D (Delta hepatitis)**

Herpes, neonatal

Influenza

Lassa Fever

Legionellosis

Leprosy

Listeriosis

Lyme Disease

Malaria

Measles

Meningitis, acute,

- i. **bacterial**
- ii. **viral**
- iii. **other**

Meningococcal disease, invasive

Mumps

Ophthalmia neonatorum

Paratyphoid Fever

Pertussis (Whooping Cough)

Plague

Pneumococcal disease, invasive

Poliomyelitis, acute

Psittacosis/Ornithosis

Q Fever

Rabies

Respiratory infection outbreaks in institutions

Rubella

Rubella, congenital syndrome

Salmonellosis

Severe Acute Respiratory Syndrome (SARS)

Shigellosis

Smallpox

Syphilis

Tetanus

Transmissible Spongiform Encephalopathy, including,

- i. **Creutzfeldt-Jakob Disease, all types**
- ii. **Gerstmann-Straüssler-Scheinker Syndrome**
- iii. **Fatal Familial Insomnia**
- iv. **Kuru**

Trichinosis

Tuberculosis

Tularemia

Typhoid Fever

Verotoxin-producing E. coli infection

indicator conditions, including

Haemolytic Uraemic Syndrome (HUS)

West Nile Virus Illness

Yellow Fever

Yersiniosis

Prompt reporting of communicable diseases assists in their control.

Thank you for your contribution to the control of communicable diseases in Hamilton.

Fifth Disease Expedited Testing for Immunity

If you are or could be pregnant, it is in your interest to inform your doctor that you may have been exposed to Fifth Disease (Parvovirus 19) and to arrange for a blood test to confirm immunity.

In order to avoid unnecessary delays for results of your immunity to Fifth Disease, please follow the steps below:

1. Take this procedure with you to your physician and to the laboratory that will be drawing the blood sample.
2. The physician should note on the Ministry of Health requisition **STAT – Exposure to Parvovirus 19 and pregnant**. A written report will be sent to your physician. Physician can contact Ontario Public Health lab after two days to obtain verbal results at 1 877 604-4567.
3. Once results are received, you are advised to seek direction from your treating physician.
4. Results of your immunity should be reported to your Principal/Manager immediately.
5. Staff with no immunity to Fifth's Disease can access their sick leave entitlement when they are acting on the direction of their treating physician and with supporting documentation to validate the need to be excluded from work. Staff may be re-assigned to another location by the board.

The following laboratories provide direct service to Hamilton Public Health.

LifeLabs - Hamilton

25 Charlton Ave. E.	905 528-3370
206 James St. S Suite 103	1-877-849-3637
989 Fennell Ave. E. Suite 1007	1-877-849-3637
1119 Fennell Ave. E.	905 383-0507
280 Queenston Road	905 547-0592

LifeLabs - Dundas

16 Cross St.	905 627-3965
60 Hatt St. Suite 2004	1-877-849-3637

LifeLabs – Stoney Creek

15 Mountain Ave. S. Suite 111	1-877-849-3637
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LifeLabs – Ancaster

54 Wilson St. W.	1-877-849-3637
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LifeLabs – Burlington

2200 Fairview St.	905 333-5990
3155 Harvester Rd Suite 102	1-877-849-3637

Gamma-Dynacare Medical Laboratories

849 Upper Wentworth	905-389-3403
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Name of School: _____ **Address:** _____

Contact Person: _____ **Telephone #** _____

[illegible]

Fax completed report to Medical Officer of Health at 905-546-4078

Signature

Signed by

Date



Public Health Services, Health Protection Division
1 Hughson Street North, 6th Floor, Hamilton, ON L8R 3L5
Phone: (905) 540-6636 Fax: (905) 546-4078

REPORTING CHICKENPOX

Public Health Services
Health Protection Division, Infectious Disease Program
P. O. Box 897, Hamilton ON L8N 3P6

SCHOOL

[illegible]

Date_ Form completed by

This information is collected and used by the Medical Officer of Health under the authority of Subsection 1, 2 and 4 of the Health Protection and Promotion Act R.S.O. 1990, Chapter H.7 for the purpose of infectious disease surveillance, control and outbreak management. Questions about information collection should be directed to the Infectious Disease Program Manager, Public Health Services at 905-540-6636.

When to Post a Warning

If any of the following diseases are confirmed in the school, a warning poster must be posted on the door in the main entrance (See **Appendix F – Communicable Diseases Warning Poster**).

Diseases **highlighted in yellow** are of special concern to pregnant women. Please consult your physician for additional information.

For diseases that are marked with a *, good hand hygiene practices should be followed.

***Amebiasis**

***Chicken pox (Varicella)**

***Cryptosporidiosis**

***Cytomegalovirus**

***Diphtheria**

***Fifth disease**

Food Poisoning

***Giardiasis**

***Group A Streptococcal disease**

***Haemolytic Uraemic Syndrome (*E. coli*)**

***Haemophilus influenza b**

***Hepatitis A**

***Influenza (only post when absenteeism is over 10%)**

Legionellosis

Lyme Disease

***Measles (Rubeola)**

***Meningitis**

***Meningococcal disease**

***Mumps**

***Paratyphoid fever**

***Pertussis (Whooping Cough)**

***Pneumococcal disease**

***Rubella (German Measles)**

***Salmonellosis**

***SARS**

***Shigellosis**

Tuberculosis

***Typhoid Fever**

Yersiniosis

Attention all Visitors

A case of _____ has been confirmed at this school on _____. All visitors are asked to report to the main office to sign in. Please inquire about the availability of Fact Sheets for additional information.

Diseases that are marked with “+” are of special concern to pregnant women and require good hand hygiene practices.

Diseases marked with * require good hand hygiene practices to stop the spread of the disease. This may include the use of alcohol based hand sanitizer, available in the main office.

Your cooperation in keeping this school/facility safe is greatly appreciated.

Wash Your Hands



1. Wet Hands



2. Use Liquid Soap



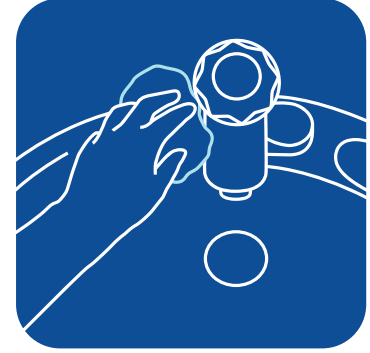
3. Lather, rub
and count to 20



4. Rinse



5. Towel or air dry hands



6. Turn off taps with
towel, toilet paper or
your sleeve

Coughing or Sneezing Etiquette



Cover your nose/mouth with a tissue and
throw it away; wash your hands.

OR

use your sleeve



Communicable Disease Internal Communication Flow Chart

Principal has information that a **student** in the school has or may have a reportable disease
(see **Appendix A**)

Or

When a cluster of **students** exhibits flu-like symptoms or diarrhea

Or

When school absenteeism reaches over 10% due to illness (influenza)



Communication

- Send an email to communicable.diseases@hwdsb.on.ca with information (disease, date, school)
- If disease is listed in **Appendix E**, complete **Appendix F** and post on the front entrance to the school
- Notify staff and direct them to (<http://bit.ly/2c5a9Yy>) for disease fact sheets

Public Health

- Call 905-546-2063 immediately to report diseases highlighted in yellow on **Appendix A**
- For all other diseases except chicken pox, fax **Appendix C – Reporting Student Illness Form** to 905-546-4078 by next working day
- For chicken pox, fax completed **Appendix D – Reporting Chicken Pox Form** monthly

Principal

- Advise Early Learning and Childcare Program Supervisor (onsite) of outbreak
- Notify All staff, union stewards / or branch presidents
- Notify School Council
- Notify Corporate Manager of Communications
- Send letter home from Corporate Communications and/ or Public Health if advised



If outbreak is declared by Public Health

SOSA

Contacts:

- Executive Superintendents
- Director's Office
- School Trustee



Health and Safety Officer

Contacts:

- Ministry of Labour if required
- Manager of Caretaking Services
- Co-Chairs of Central Joint Health and Safety Committee
- Manager of Transportation



Communicable Disease Reporting and Communication FAQ'S

1. You receive a report that a student present in the school has a communicable disease, what are my next steps?

Determine if:

- A) Public Health needs to be notified (Appendix A has a list of reportable diseases)
- B) Board needs to be notified, staff informed and a notice posted for visitors (If a disease is listed in Appendix E, email communicable.diseases@hwdsb.on.ca with details, notify staff (email, etc.), post Appendix F on the front entrance)

2. What information do I include in the email to the board?

School/Facility, Name of Disease, Date of Incident

3. When do I call Public Health?

When a disease listed in Appendix A is highlighted in yellow, call 905-546-2063 immediately.

4. What if a staff member raises a concern about a communicable disease case in the school?

Appendix E notes which diseases are of special concern to pregnant staff or require increased hand hygiene. Any medical advice should be given by their physician.

5. Should I inform occasional or itinerant staff as they arrive?

All visitors should be informed and given a fact sheet. Occasional staff should check the Communicable Diseases Notification Webpage before accepting a posting.

6. Where can staff find a list of the latest reported cases of communicable diseases?

The Communicable Diseases Notification Webpage has all the most recently reported cases of communicable diseases at the board. It is located at: <http://bit.ly/2c5a9Yy>



Communicable Disease Reporting and Communication FAQ'S

7. How long to I keep the Warning Poster posted?

As long as is reasonably necessary given the specifics of the disease. When the disease is no longer present in the school (ie. student is recovering at home), a sign is not necessary.

8. Has the internal process for dealing with Fifths disease changed?

The process for informing staff has changed. The Communicable Diseases Notification Webpage has replaced the Fifth Disease Conference. How the board handles cases of fifth disease is unchanged. Expedited testing for fifth disease immunity remains available for all pregnant staff.

9. What if it is only a suspected case?

The same process applies whether it is suspected or confirmed case.

10. Where are hand washing posters required and where do I get more?

Hand washing posters are to be posted in every bathroom and can be downloaded from the Communicable Diseases Notification Webpage. It is also available by request from the Health and Safety Department.

11. Where can staff find more information about a communicable disease?

Staff can access fact sheets available on the Communicable Diseases Notification Webpage, contact Public Health at 1-866-797-0000 or consult with their physician.

12. How do I find the Communicable Disease Notification Webpage?

In the myHWDSB web portal, move your cursor over "Areas F-Z," then "Health and Safety" and finally select "Communicable Diseases".

Or click the link below.

<http://bit.ly/2c5a9Yy>

13. Do I need to communicate to parents about cases of communicable disease in my school?

All communications must be sent out by Corporate Communications.