

## ADMINISTRATIVE PROCEDURE

General Administration

Communicable Diseases

GEN #08

Revised: April 2026

### Background

The health and safety of students and staff in and on school property, while school is in session or during school sponsored activities, is a key concern.

### Procedures

1. Staff and students who contract serious communicable diseases are to be treated with dignity and compassion. Confidentiality is of utmost importance.
2. Alberta Health Services shall be considered the advising authority with respect to all communicable diseases.
3. School Principals are encouraged to invite the local Public Health Authority to in-service staff regarding universal precautions used for the control of communicable diseases.
4. First aid kits in each school shall be kept fully stocked and shall include items such as non-latex disposable gloves, disinfectant and cleaning supplies that may be used in controlling the spread of a communicable disease.
5. The following procedures will apply regarding students who have a communicable disease:
  - 5.1. Dissemination of any information about communicable diseases shall be restricted to those who need to know as determined by Alberta Health Services.
  - 5.2. A student with a communicable disease shall not be excluded from school unless a medical professional or medical health officer advises that the exclusion is required. Students who lack control of their bodily secretions or who exhibit uncontrollable behavior should be considered for early exclusion.
  - 5.3. Students excluded from the classroom shall have access to alternate educational opportunities.
  - 5.4. Directions from Alberta Health Services shall be followed for uninfected siblings of students affected with a communicable disease.
  - 5.5. The principal leads all school-based processes, under the direction of the Superintendent or designate, including the review of policies and procedures with staff on a regular basis.
6. Division personnel who are infected with a communicable disease shall have the right to retain their employment with the Division.
  - 6.1. Strict confidentiality of the nature of the employee's illness will be maintained at all times. (Access to this information shall be at the discretion of the employee or medical professional if he/she deems it necessary that the employer be informed).
  - 6.2. If the employer is made aware of the nature of the employee's illness, the employer will review the information and consider any implications.

- 6.3. An employee shall not be excluded from employment until the medical professional advises that the exclusion is required for the employee's psychological and/or physical well-being.
  - 6.4. Where the medical professional advises the employee to stop attending work, the employee will commence sick leave under the parameters of the division's employee group plan.
  - 6.5. Directions from Alberta Health Services shall be followed for uninfected relatives of employees with a communicable disease.
7. In the event a student or staff member suffering from a communicable disease is removed from the school by Alberta Health Services, they shall be readmitted to school after medical clearance has been received from a physician or Alberta Health Services.

### **Universal Precautions**

1. Hand washing:
  - 1.1. Hands and any skin surface contaminated with blood or other body fluids should be washed thoroughly as soon as practicable.
  - 1.2. To wash hands, use plain soap and vigorously rub together all surfaces of lathered hands for 15-30 seconds. Rinse thoroughly under a stream of water. Pat hands until they are completely dry. Avoid the use of abrasive soaps and brushes.
  - 1.3. Alternately, hand sanitizer may be used when hands are dry and not visibly soiled by applying a palmful of sanitizer and covering all surfaces of the hands, hands should be rubbed until all surfaces are dry.
2. Use of protective clothing and equipment:
  - 2.1. Use disposable rubber or latex gloves to handle or clean up blood and body fluids or secretions/excretions.
  - 2.2. Hands should be washed after gloves are removed.
  - 2.3. Use waterproof coverings on any open cuts or sores.
3. Clean up of spills of blood and other body fluids:
  - 3.1. Clean contaminated surfaces with detergent and water. Then disinfect surfaces with a division-approved disinfectant.
  - 3.2. Rinse mops and cleaning rags with a division-approved disinfectant.
4. Clothing:
  - 4.1. Clothing soiled with blood or other body fluids, secretions or excretions should be sealed in a double plastic bag.
5. Disposal of contaminated waste:
  - 5.1. Secure in a sealed double plastic bag before discarding with routine garbage. Sharp objects, such as broken glass that may be contaminated with blood, should be discarded in sturdy puncture-proof plastic or metal containers (such as an empty coffee can) with a firmly fitting lid.
  - 5.2. Local fire departments may be able to dispose of contaminated waste, particularly used needles.