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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

**Policy Code:** GBEA  
**Policy Title:** Communicable Diseases – Staff  
**Legal References:** Public Health Act Section (33(1), Communicable Diseases Regulations, Alberta Regulation 238/85, Alberta Occupational Health and Safety Code  
**Adoption Date:** April 19, 2011  
**Amendment or Re-affirmation Date:**

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT GOOD HEALTH HAS A SIGNIFICANT EFFECT ON EMPLOYEE PERFORMANCE. THE BOARD ALSO BELIEVES THAT SCHOOLS HAVE AN IMPORTANT ROLE TO PLAY IN THE AWARENESS AND REPORTING OF COMMUNICABLE DISEASES AND IN WORKING WITH THE HEALTH AUTHORITY IN PREVENTING THE SPREAD OF COMMUNICABLE DISEASES. THE BOARD IS COMMITTED TO THE HUMANE, RESPONSIBLE AND COMPASSIONATE TREATMENT OF INFECTED EMPLOYEES, AS WELL AS BALANCED AND INFORMED CONSIDERATION OF ACTIONS NECESSARY FOR A SAFE AND HEALTHY SCHOOL ENVIRONMENT.

**GUIDELINES**

1. The Alberta Public Health Act requires that individuals notify the medical officer of health/health professional of the regional authority if they have reason to believe a person under their care, custody or supervision is infected with a communicable disease as specified in the regulations. This requirement applies to school and division administrators with respect to employees.
2. Staff members are responsible for being familiar with the visible symptoms of communicable diseases which must be reported to the medical officer of health.

**REGULATIONS**

1. A list of communicable diseases that must be reported to the medical officer of health and their visible signs and symptoms shall be posted on the Horizon School Division website.
2. All staff and contract workers shall co-operate with public health officials in preventing the spread of communicable diseases.
3. Employees with communicable diseases shall be allowed to continue normal employment duties unless
  - 3.1 in the opinion of the Medical Officer of Health, in consultation with the director of communicable disease control, there are special circumstances or regulations which necessitate restriction, or
  - 3.2 it is a bona fide occupational requirement of the job of the employee that the employee be free from any communicable disease.

## **Policy GBEA – Communicable Diseases Cont’d**

4. The identity of an employee who is known to be infected with a communicable disease shall remain confidential; management of health information will be in accordance with the Public Health Act.
5. Each school/department shall develop and implement precautionary measures for employees who may be exposed to HIV-AIDS or Hepatitis specific to emergent situations that may arise in their particular circumstance. Specific school/department procedures shall be in accordance with Occupational Health and Safety Requirements.