

ADMINISTRATIVE PROCEDURE NO. 104

PANDEMIC DISEASE OUTBREAKS PROTOCOL

Background

Red Deer Catholic Regional Schools is committed to the safety of students, staff, volunteers and contractors. The Board and Division employees will work cooperatively with the provincial government, regional health authorities and local partners to be able to access services and resources necessary to effectively respond to a pandemic influenza epidemic.

Procedure

1. Alberta Health Services establishes guidelines and a standard set of response protocols for dealing with pandemic outbreaks.
2. The Superintendent (or delegate) has been delegated the authority to make decisions related to pandemic outbreaks. Questions and inquiries related to communicable disease outbreaks (as determined by Alberta Health Services) will be directed to the Superintendent.
3. The principal shall be aware of the contents of the Division Pandemic protocol Administrative Procedure and ensure all staff are aware of the rationale and procedures for responding to pandemic outbreaks.
 - 3.1 The principal shall follow the guidelines as set out in the Pandemic protocol Administrative Procedure when responding to a pandemic event.
4. Teachers are required to report any possible cases, concerns or questions to their principal, and the principal is required to report any possible cases, concerns or questions to the Superintendent or designate. This will ensure that any concerns or questions are dealt with in an efficient and informed fashion.
 - 4.1 Under the Public Health Act, it is the responsibility of a school to notify the Medical Officer of Health of any illness noted in epidemic form (Public Health Act Part 3 Communicable Diseases Section 26). It states: "A physician, a health practitioner, a teacher or a person in charge of an institution who knows of or has reason to suspect the existence of a communicable disease in epidemic form shall immediately notify the medical officer of health of the regional health authority by the fastest means possible."

5. The Superintendent or designate shall work with Alberta Health Services in the event of pandemic outbreaks.

5.1 Alberta Health Services

Central & Red Deer area

Johnstone Crossing Community Health Centre

Public Health Communicable Disease Control

(403) 356-6300

Healthlink (24 hrs) 1-866-408-5465

The regional health authority contact will deal with questions related to pandemic disease outbreaks.

6. The regional health authority contact person and the superintendent (or designate) will work together to develop a monitoring and reporting system for pandemic disease outbreaks.
7. The Superintendent (or designate) will monitor the rapidly changing updates about communicable disease outbreaks. Alberta Health Services will provide useful and current information about communicable disease outbreaks.
8. Parents and staff will be provided with relevant and appropriate information regarding communicable disease outbreaks within the division. Parents will be notified by school newsletters as to further sites for accessing information.
 - 8.1 Alberta Health Services will be consulted prior to parents and staff receiving jurisdiction communication about communicable diseases. Parents and staff will be informed about any joint monitoring and reporting system put in place by the jurisdiction and the local regional health authority when a communicable disease outbreaks threat exists.
9. Nonessential travel will be cancelled to affected areas of communicable disease outbreaks. Before any field trips are approved, directives are in place for review of communicable disease outbreaks conditions and outbreaks for the area. A review of the status of destinations will be done prior to departure.
10. For staff, students or visitors coming to division schools from elsewhere, the current health and communicable disease outbreaks information about that area will be reviewed to determine if it is an affected area. This will include staff or students returning from field trips or personal holidays; exchange or international students or professionals; and students or staff transferring to the division from another jurisdiction.

- 10.1 School principals will inform the Superintendent about students or visitors arriving from these areas. All incoming visits should be cleared through the Superintendent.
- 10.2 For staff or students coming to our jurisdiction from an affected area or known to have been exposed to a communicable disease outbreak, it is important for school staff and parents to monitor the students' health for 10 days following their presence in the affected area. However, according to Alberta Health Services, these students may continue to attend school unless they develop symptoms.
- 10.3 If a student or staff member who has been to an affected area or exposed to a communicable disease outbreaks develops any of the symptoms of the disease, staff will ensure that the individual remains where he or she is and report the suspected case immediately to the local regional health authority contact person.

Reference: Public Health Act, Part 3, Communicable Diseases Section 26

October 2009

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Reviewed: May 2020, December 2022