

BOARD ADMINISTRATIVE PROCEDURE	
ADMINISTRATIVE PROCEDURE Confirmed Cases of Fifth Disease	ADMINISTRATIVE PROCEDURE NUMBER 515
Directional Policy Employee Relations - 500	

TITLE OF ADMINISTRATIVE PROCEDURE:

Confirmed Cases of Fifth Disease

DATE APPROVED: May 28, 2018

PROJECTED REVIEW DATE: 2023

DIRECTIONAL POLICY ALIGNMENT: This Administrative Procedure aligns with the Employee Relations Directional Policy - 500 by ensuring employees understand the requirements when there is a confirmed case of Fifth Disease at a work location. By having a shared understanding, it will ensure employees are able to either remain at their own work location or be assigned to an alternate location and continue to work.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Confirmed Case of Fifth Disease Administrative Procedure supports our Vision of achieving Excellence in Catholic Education by ensuring our structures, processes, relationships and actions reflect our Gospel values and Catholic Social Teachings. This vision calls the Board to these Strategic Priorities:



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED:**1.0 Background**

“Fifth Disease is a mild viral disease caused by human parvovirus B19. It is sometimes called “slapped cheek syndrome.” Everyone is at risk of getting Fifth Disease, but it occurs more commonly in children. Most adults have been exposed in childhood and have immunity. Individuals suffering from anemia, immunodeficiency, and pregnant women may have a greater risk of complications from the disease. Pregnant women who are immune are protected from getting the illness and therefore provide protection to the fetus.”¹

All employees who could be affected by an outbreak and its effect on a pregnancy are encouraged to arrange for a blood test through their family physician in advance. Determining immunity ahead of time will alleviate the anxiety of waiting for blood test results and will help pre-determine a course of action should an outbreak occur at your work location.

This administrative procedure provides direction for the management of confirmed Cases of Fifth Disease within the school environment.

2.0 Procedures

The following procedures are to be followed when a confirmed (not suspected) case of Fifth Disease is reported to the Principal of the school:

- 2.1 Upon confirmation by a physician the Principal will post the Fifth Disease Notice (Appendix A) in highly visible areas, including the front entrance to the school, the office and any other prominent areas where visitors and staff members pass. The poster must remain up for 20 calendar days and can be removed if no new cases are reported.
- 2.2 The Principal of the school will notify Human Resource Services so SmartFindExpress can be updated with the notice.
- 2.3 The Principal will send home the Fifth Disease Letter (Appendix B) and Fact Sheet (Appendix C) to parents of the affected class.
- 2.4 The Principal will notify the school Custodial staff to implement extra cleaning measures to ensure that the areas of concern have been disinfected to stop the spread of the infection.
- 2.5 The Principal will advise all employees, particularly any employee known to be pregnant at the work site to contact their family doctor to arrange for a blood test to determine their immunity to Fifth Disease (if they have not previously been tested for immunity).

2.6 Should an occasional teacher or supply support staff member choose to leave the work site due to the concern of Fifth Disease they must contact Human Resource Services immediately so SmartFindExpress can be updated.

2.7 Should a permanent or long-term occasional employee need to leave the worksite due to non-immunity they shall immediately notify the Principal as well as Human Resources directly so an alternate work assignment can be arranged. The employee shall contact Human Resource Services and return to their original work location under the following conditions:

- a. after 20 calendar days have passed since the first report.
- b. when immunity has been determined via blood test.
- c. when advised by their physician.

Should other confirmed cases of Fifth Disease present itself within the 20 calendar day period of the first report, the outlined procedures about will remain in effect for 20 calendar days following the last confirmed report.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the Employee Relations Directional Policy.
- Reviewing the Confirmed Cases of Fifth Disease Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

Superintendents are responsible for:

- Ensuring Principals are consistent with the application of this Administrative Procedure.
- Ensuring that any employee for whom they have supervisory responsibility are aware of the requirement under this Administrative Procedure and that employees follow the requirement for reporting when action is required.

Principals are responsible for:

- Ensuring staff who they supervise are aware of the requirements under this Administrative Procedure and that employees follow the requirement for reporting the need to accommodation.
- Informing Staff, Students, Parents, Visitors and Human Resources of Confirmed Cases of Fifth Disease within the school.
- Ensuring that the protocol outlined in this Administrative Procedure is followed during occurrences of Confirmed Cases of Fifth Disease within the school.

Employees are responsible for:

- Protecting personal health by knowing if they are immune to Fifth Disease and working in compliance with this Administrative Procedure.
- Immediately reporting to their supervisor at the Confirmation of Case of Fifth Disease that they are not immune and require accommodation at an alternate work location.
- Co-operating in the accommodation process to minimize their absence from work.

Custodial Staff is responsible for:

- Implementing extra cleaning measures to ensure that areas of concern have been disinfected.

Human Resources is responsible for:

- Ensuring SmartFindExpress dispatch is updated for the location of a Confirmed Case of Fifth disease.
- Coordinating the accommodation needs with other stakeholders.

Parents are responsible for:

- Notifying the Principal of the School at the confirmation of Fifth Disease of a student by a Physician.

PROGRESS INDICATORS:

- Addressing accommodation needs in a timely fashion.
- Absences from work are minimized wherever possible.

- Appropriate coverage is maintained while an employee is accommodated at an alternate location.

DEFINITIONS:

Confirmed – Verified by a medical practitioner or nurse.

RELATED DOCUMENTS:

Appendix A – Fifth Disease Notice

Appendix B – Letter to Parents

Appendix C – Fifth Disease Fact Sheet

REFERENCES:

[¹HKPR District Health Unit – Non-Reportable Diseases – Fifth Disease](#)
[PVNC Catholic District School Board Vision and Strategic Priorities 2017-2020](#)
[Employee Relations Directional Policy - 500](#)