



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

701 Confirmed Case of Fifth Disease

DIRECTIONAL POLICY

Healthy Schools and Workplaces

Title of Administrative Procedure:

Confirmed Case of Fifth Disease

Date Approved:

February 2023

Projected Review Date:

February 2028

Directional Policy Alignment:

This Administrative Procedure aligns with the Healthy Schools and Workplaces Directional Policy 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 cultivating the heart, mind, body, and soul of our students and staff. The Board is committed to the safety and well-being of our staff and students and will ensure that Board employees are aware of CDSBEO administrative procedures connected to Healthy Schools and Workplaces. This vision calls the Board to these Strategic Priorities:

[CDSBEO Strategic Plan 2020-2025](#)

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.

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.

Action Required

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

- 1) Upon confirmation by a physician of a confirmed case of Fifth Disease in the school, the principal will immediately notify the Superintendent of Human Resources or designate as well as the Occupational Health and Safety Coordinator.
- 2) The Superintendent of Human Resources or designate will ensure that the absence reporting system is updated to indicate that there is a confirmed case of Fifth Disease in the specific school identified.
- 3) The Principal will inform all school staff of any physician-diagnosed confirmed case of Fifth Disease within the school through email or another appropriate communication method.
- 4) 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).
- 5) The Principal will post the Fifth Disease Notice (Appendix A) in the front entrance to the school, the office and any other prominent areas where visitors and staff

members pass. The poster must remain in place for 20 calendar days and can be removed if no new cases are reported.

- 6) The Principal will send home the Fifth Disease Letter (Appendix B) and Fact Sheet (Appendix C) to parents of the affected class.
- 7) 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.
- 8) The Superintendent of Human Resources or designate will promptly notify the Program Principals and Managers at the Central Board Office of the school site that has a confirmed case of Fifth Disease through email so that they can notify members of their department who may be attending the school with the confirmed case.
- 9) 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 the principal immediately so the absence reporting system can be updated.
- 10) 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 the Human Resources Department directly so an alternate work assignment can be arranged. The employee shall contact the Human Resources Department 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 arise 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 Healthy Schools and Workplaces 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.

Superintendent of Human Resources or designate is responsible for:

- Ensuring the absence reporting system is updated for the location of a Confirmed Case of Fifth disease.
- Notifying the Program Principals and Managers at the Central Board Office sites of the confirmed case of Fifth Disease
- Coordinating the accommodation needs with other stakeholders.

Principals and Vice-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 for accommodation.
- Informing Staff, Students, Parents, Visitors and the Human Resources Department of the Confirmed Case 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.

Staff 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 when they learn of a confirmed 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 are responsible for:

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

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 practitioner.
- **Fifth Disease** - Fifth disease (Erythema Infectiosum) is sometimes called “slapped cheek” syndrome because of the red rash it causes. It is a common infection of the airway and lungs. Parvovirus B19 causes fifth disease. It’s most common in late winter to early spring.

Related Documents

- [Appendix A – Fifth Disease Notice Poster](#)
- [Appendix B – Letter to Parents](#)

References

- https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/fifth_disease
- [Fifth Disease \(parvovirus B19\) - Leeds, Grenville and Lanark District Health Unit](#)
- [Communicable Disease Guidelines for Schools and Child Care Facilities \(eohu.ca\)](#)