

COMMUNICABLE DISEASE PROCEDURE

This procedure is governed by its parent policy and the [Public Health Act](#). Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Operations
Parent Policy:	Emergency Management Policy
Approval Date:	March 13, 2018
Effective Date:	March 1, 2018
Procedure Owner:	Chief, Customer Experience Officer
Procedure Administrator:	Director, Customer Care

Overview:	<p>NorQuest College (college) will ensure that information about notifiable communicable diseases are shared with the college community. This document sets out the procedures that will be followed if a notifiable communicable disease is reported to a member of the college community.</p> <p>Authority to establish this procedure is derived from the NorQuest College Board of Governors Policy No. 5 which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.</p>
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Procedures:	<p>Everyone on campus has a role to play in responding to incidents of communicable diseases.</p> <ul style="list-style-type: none"> • If a member of the college community is ill, the individual should contact their physician. • In the absence of a family doctor, through the Centre for Growth and Harmony, students will be provided with information about medical centers in the community. • Physicians who diagnose a notifiable communicable disease are required to contact Public Health. • In the event that a notifiable communicable disease is identified as a risk to the college community, Public Health will inform a nurse within the Centre for Growth and Harmony and the college will follow Public Health policies and procedures to manage the risk. • The member of the college community is to provide a letter from a doctor to the Centre for Growth and Harmony or People to confirm they have been medically cleared prior to returning to the campus. • Each member of the college community with a notifiable communicable disease has a right to privacy and to confidential medical information held in the strictest confidence. This information will be stored in the Centre for Growth and Harmony and handled in accordance with the Alberta Human Rights Act, Freedom of Information and Protection of Privacy Act, Health Professions Act, and Public Health regulations for notifiable diseases.
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Additional Responsibilities within the college

The college [Notifiable Communicable Disease Checklist](#) will assist employees in responding.

- Nurses within the Centre for Growth and Harmony are to obtain the latest recommendations about the management and prevention of the spread of the specific strain of the communicable disease identified within the college.
- Nurses may request that Public Health assist with monitoring and outbreak containment processes of notifiable communicable

diseases, as required.

- Manager in Wellness and Accessibility is to utilize the Incident Command System (ICS) for notifiable communicable diseases.
- People is to alert the Centre for Growth and Harmony if they are aware of an employee with a possible notifiable communicable disease.

Health risks not identified by Public Health

- There may be times where health risks are present in the college community, but are not identified as a notifiable communicable disease by Public Health. For example, individual cases of chicken pox and pneumonia might not be listed by Alberta Health as notifiable communicable diseases, however, in certain circumstances the college community might benefit from additional information regarding these illnesses.
- If the college community becomes aware and/or affected by illness not identified by the [Public Health Act](#) or in the custody or control of a custodian as defined under the [Health Information Act \(HIA\)](#), any necessary disclosure will be done in accordance with the [Health Professions Act](#) and section 32 of the [Freedom of Information and Protection of Privacy Act](#). Communication with information and recommendations on prevention and treatment may be prepared by a nurse and provided to the Program Chair or People for distribution to identifiable individuals if necessary.

Definitions:

Incident Command System (ICS) - a proven industry standard, on-scene, all hazard incident management structure that utilizes a standardized organizational structure and approach in managing emergencies or significant events.

Member of the College Community - any student, faculty, administrative or staff member of the college, member of the public serving in a recognized capacity for the college, guardian of an underage student acting on behalf of the student in the college community, and employee of an agency contracted by the college.

Communicable Disease - a disease that may be transmitted directly or indirectly from one individual to another.

Notifiable Communicable Disease - disease as defined by the *Public Health Act* and Communicable Diseases Regulation; that must be reported to the local medical officer of health in accordance with Public Health regulations.

Related NorQuest College Information:

- [Emergency and Continuity Management Policy](#)
- [Emergency Response Plan](#)
- [Notifiable Communicable Disease Checklist](#)

Related External Information:	<ul style="list-style-type: none">• <u>Alberta Health Notifiable disease guidelines and related documents</u>• <u>Alberta Human Rights Act</u>• <u>Communicable Diseases Regulation</u>• <u>Freedom of Information and Protection of Privacy Act</u>• <u>Health Information Act</u>• <u>Health Professions Act</u>• <u>Public Health Act</u>
Next Review Date:	February 2022
Revision History:	February 2018: new March 2019: update to document links and addition of Notifiable Communication Disease Checklist August 2019: Compliance Office template & reorganization update