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**CARROLL COUNTY PUBLIC SCHOOLS  
ADMINISTRATIVE REGULATIONS**

**BOARD POLICY EA: COMMUNICABLE DISEASE**

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I. Regulation

- A. The teacher of any public school shall report an occurrence of a reportable disease, condition, outbreak or unusual manifestation to the principal...or designee, who immediately shall transmit to the health officer a report of...of a child who appears to be affected with a reportable communicable disease or has been exposed to a reportable communicable disease. (COMAR 10.06.01.04)
- B. It shall be the duty of the Director of Student Services or the Director's designee, through the power delegated by the Carroll County Health Officer (Letter dated August 5, 1997) to exclude from the Carroll County Public School System any child or person affected or suspected to be affected with a communicable disease. Each principal may determine when persons should be excluded because of a communicable disease. Where a question exists to exclude a person or not, the principal shall consult with the Director of Student Services.
- C. The Carroll County Health Officer or the Officer's designee shall be notified of all persons excluded from school due to a communicable disease and take such steps as deemed necessary for the prevention of the spread of the disease.
- D. Standard precautions should be used when handling the body fluids of any individual to help to prevent the spread of any communicable disease.

Certain communicable diseases are transmitted by blood, e.g. HIV and Hepatitis B.

- A. When accidental exposure to body fluids containing blood occurs between a student and another individual during a school sponsored activity, the school administrator or his/her designee shall notify the parent or guardian of the exposure.

This information shall include:

- 1. nature of the incident
  - 2. injury to their child
  - 3. treatment given
  - 4. recommendation to possibly seek medical follow-up
  - 5. names(s) of other students(s) involved
- B. The phone numbers and addresses of students will not be shared without prior parental approval.

- C. When accidental exposure to body fluids containing blood occurs between a staff member and another individual, exposure guidelines outlined in Carroll County Public Schools Exposure Control Plan shall be followed.
- D. More information is included in the Health Manual, Section II, Communicable Disease.

## II. Regulations for Students Who Have AIDS or Who are HIV+

- A. Human Immunodeficiency Virus (HIV) is the viral agent responsible for Acquired Immune Deficiency Syndrome (AIDS). Symptomatic HIV refers to the clinical symptoms observed in people infected with HIV. AIDS refers to specific diseases, as defined by CDC, seen in persons who have been infected with HIV. The best available medical and scientific evidence indicates that HIV is transmitted through blood and certain other body fluids. Practicing standard precautions as mentioned in II. above and described on pages 102 - 104. of this handbook helps to prevent the spreading of any communicable disease, including HIV. Casual person-to-person contact, such as occurs among students and staff members in the Carroll County Public Schools, poses no risk of transmitting HIV.

Several federal and state laws, most notably ' 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), govern treatment of HIV-positive (AHIV+) students. An HIV+ student is considered an individual with a disability under the ADA.

### B. General Rule

An HIV+ student who, with reasonable accommodations, if necessary, (1) meets the essential eligibility requirements for the receipt of services and participation in programs, and (2) does not pose a direct threat to others, must be given the same access to such services and programs as students who are not disabled. No student shall be denied the opportunity to attend school or take part in school activities solely because such student has been diagnosed as having AIDS or HIV.

1. Eligibility requirements must not contain criteria that tend to screen out HIV+ students from fully and equally enjoying access to all programs, unless such criteria can be shown necessary for the provision of the program.
2. Reasonable accommodations include adjustments to rules, policies, or practices; removal of architectural, communication, or transportation barriers; and the provision of auxiliary aids and services. When determining the reasonable accommodations necessary for an HIV+ student, an individualized inquiry should be conducted. This inquiry should include contact with the student's parents and physician, public health officials, or others concerning reasonable accommodations that might be implemented. The process of investigating and deciding all matters of reasonable accommodations shall be conducted only by the Director of Student Services or persons designated by the Director. All decisions shall be made according to the most current medical and scientific evidence.

3. Direct threat means a significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation.
  - a. If it appears that a direct threat may exist, the Director of Student Services or persons designated by the Director should make direct inquiries to the student's parents, physician, public health authorities, or others who can help determine the risk according to the most current medical and scientific evidence.
  - b. If a direct threat does exist, it is necessary to investigate whether reasonable accommodations can prevent the risk. If reasonable accommodation brings the risk within acceptable limits, no further action is permitted or required. If no reasonable accommodation is possible, the student should be removed from the position in which he or she poses a direct threat to others.

#### D. Implementation

1. Each school must adhere to federal and state law regarding the privacy rights of students and parents. Information concerning students who are known or suspected to be HIV+ will be treated confidentially, and only those persons who need such information to insure proper care for the child will be told. Questions about the possible presence in school of an HIV+ child should be referred to the Director of Student Services.
2. When administrators or supervisors are unsure about any of the following factual and legal issues, they should direct the appropriate inquiry to the Director of Student Services:
  - a. Whether particular eligibility criteria tend to impermissibly screen out HIV+ students;
  - b. Whether a particular accommodation is reasonable;
  - c. Whether a particular student poses a direct threat to others;Any other factual or legal issue about which the staff member is unsure.
3. All inquiries about a student's HIV status, including all questions concerning (1) an HIV+ student's ability to meet eligibility requirements and (2) whether a student poses a direct threat to others, shall be made only by the Director of Student Services or persons designated by the Director. Questions about the possible presence in school of an HIV+ child should be referred to the Director of Student Services.

4. The Director of Student Services and/or the Director's designee will make decisions regarding students who are HIV+ or have AIDS. Consultations will occur as needed. Topics may include reasonable accommodation, eligibility requirements, threat to the student or others, and confidentiality issues. Persons to be consulted may include one or more of the following: the student's physician, the student's parent or guardian, the Chief Health Officer from the Carroll County Health Department, the Deputy Superintendent and others as appropriate.
5. All decisions regarding HIV+ students shall be made on the basis of the most current medical and scientific information.
6. No action of any kind, based on knowledge of suspicion HIV infection, shall be taken except with the prior approval of the Director of Student Services or person designated by the Director.
7. The name and address of any symptomatic HIV+ student must be reported within 48 hours in writing by the Director of Student Services to the Carroll County Public Health Officer on a form provided by the Officer. HIV infection alone shall not be reported.
8. Any decision to exclude a student from participation in any program should be reviewed by the Carroll County Public Health Officer. In the event of a disagreement, legal counsel should be consulted to determine the effect of COMAR 10.06.01.06D, which confers upon the Carroll County Health Officer authority to grant or deny approval for a carrier of communicable disease to attend schools.

### III. Minimizing the Transmission of Communicable Disease

In order to promote a safe and healthy environment in the school, it is important to observe standard precautions when dealing with blood and other body fluids. Standard precautions dictate the need to consider all persons and all body fluids potentially infective. In order to prevent the spread of disease, certain precautions need to be observed. Hand washing is the single most important technique for preventing the spread of communicable disease and should be done frequently and thoroughly.

#### Essential Steps

#### Key Points and Precautions

1. Remove all jewelry.

Jewelry should not be worn when working with students who are ill or who require repeated physical contact and care. Microorganisms can become lodged in settings of stones of rings.

2. Wet hands with running water

Combine soap and water to wash hands. Running water carries away dirt and debris. Although warm water may be more comfortable and thus conducive to more thorough washing, it is no more effective than cold water in the cleansing process.

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| 3. Apply liquid, powder or dispensable machine soaps and lather well. | Liquid soap or powder is preferred as bacteria can grow on bar soap and soap dishes.  |
| 4. Wash hands, using a circular motion for 15 to 30 seconds.          | Include front and back surfaces, between fingers, around nails and the entire hand area. Avoid harsh scrubbing to prevent skin breaks.  |
| 5. Rinse hands well under running water.                              | Hold hands under water so that water drains from the wrists to the fingertips.  |
| 6. <u>Important</u> - REPEAT steps 3-5.                               | All remaining bacteria and soil should now be removed.  |
| 7. Dry hands well with paper towels and discard towel immediately.    | Because frequent hand washing is advised, it is important to dry hands thoroughly and gently to avoid chapping and abrasions which might permit bacteria to enter one's system. |

Each school that has in attendance a known or suspected carrier of a communicable disease should make provisions for personal and environmental cleanliness.

1. Provide ready access to hand washing facilities.
2. Provide disposable paper towels and dispose of used items promptly.
3. Provide custodial staff with a cleaning schedule based upon individual school needs.
4. Hand washing must be done:
  - a. prior to direct contact with student;
  - b. before eating or drinking;
  - c. before handling clean utensils or equipment;
  - d. before and after handling student's food;
  - e. before and after assisting or training the student in toileting and feeding;
  - f. before and after going to the bathroom;
  - g. after contact with body secretions such as blood (including menstrual), urine, feces, mucus, saliva or open wounds;
  - h. after handling soiled diapers, menstrual pads, garments or equipment;
  - i. after caring for a student with nose, mouth or ear discharges; and
  - j. after removal of disposable gloves.

5. All school staff members are encouraged to practice certain hygienic principles which, if followed, will help protect themselves and others from infection.
  - a. Maintain high personal standards of health practice such as good nutrition, rest, regular exercise and appropriate medical supervision.
  - b. Avoid rubbing or touching eyes.
  - c. Wash hands frequently.
  - d. Remove jewelry such as rings, dangling bracelets and earrings during working hours.
  - e. Use only one's own personal care items such as combs, lipsticks, etc.
  - f. Keep fingernails short and clean.
  - g. Do not kiss students.

Specific precautions should be taken whenever there is potential for contact with the blood or body fluids of children:

1. Exposure of open skin lesion or mucous membranes to blood or body fluids should be avoided. If open lesions are present, disposable gloves should be worn.
2. Surfaces soiled with blood or body fluids should be immediately and thoroughly cleaned. It is advisable to cover the blood/body fluids with paper towels, flood with a solution of one cup of household bleach in 9 cups of water, and allow it to remain for at least 15 minutes before disposing of paper towels.
3. Disposable materials, e.g., gloves, paper towels, sanitary napkins, should be promptly discarded into sealable plastic bags.
4. All medical waste (i.e. disposable items contaminated with bloody or other potentially infective body fluids) should be disposed of in a special covered trash can in the health room. These items should be chemically treated, disinfected, double bagged and disposed of in the regular trash.
5. Mops and other non-disposable cleaning materials are not recommended but, if used, should be rinsed in OSHA approved disinfectant.
6. Hands should be washed thoroughly after contact with the blood or body fluids, including after removing disposable gloves.
7. If an exposure to contaminated body fluids has occurred despite precautions, report this to the appropriate administrator and follow the post-exposure management plan. (Refer to Exposure Manual.)

Note: The wearing of disposable gloves is not a substitute for hand washing. Hands must be washed thoroughly after removing gloves.