



**ENABLE**

The Voluntary and Community Sector  
Learning and Skills Consortium

**INFECTIOUS DISEASE POLICY**

## Change History

<b>First Published:</b>	2020	<b>Originally Created by:</b>	SMT	
<b>Person Responsible for Policy:</b>	Enable CEO			
<b>Date of Review</b>	<b>Reviewed by</b>	<b>Policy changes</b>	<b>Approved by</b>	<b>Date of next review</b>
02/03/2020	SMT	Discussion and Approval of policy	Board of Trustees	21/01/2021
29/10/2020	BDM	Covid-19	SMT	21/01/2021
03/11/2020	BDM	Covid-19	SMT	21/01/2021

**Local Health Protection Team – PHE East Midlands Health Protection Team**

**Public Health England**

**Seaton House City link**

**Nottingham**

**NG2 4LA**

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**0344 225 4524 (option 1)**

The purpose of this policy is to provide clear guidance in the event of a single confirmed case or a suspected outbreak of an infectious (notifiable) disease within Enable. Although major outbreaks are rare Enable must consider known disease risks and plan to manage and contain the spread of an infectious disease to reduce the risk posed to staff, learners, and visitors.

The policy will outline what action is to be taken, by whom and the key lines of communication needed to ensure a timely, sensitive and professional response. The detail within this policy should not be restrictive, as each event will differ. Given the number of ways Enable may be informed of an infectious disease case and the range of potential exposure, the scope of the Enable's response and key staff involved may vary.

Generally, Enable has a duty to incorporate general awareness raising of infectious and notifiable diseases as part of health promotion activities for staff and learners at relevant times in the academic year. Enable shall utilise the various resources available to ensure information provided is reflective of any national, regional trends in relevant diseases. Enable will continue to proactively target learners to help reduce the incidence of some infectious diseases.

Where an infectious disease case is confirmed, Enable's main role will involve working closely with external health agencies if required, most notably the local Health Protection Team (HPT) and Public Health England (PHE) to assist them with managing the spread of diseases and help limit outbreaks. Through working with and under the direction of PHE or similar, Enable strives to fulfil its own duty of care towards, staff, learners and visitors.

Separate to this, Enable has distinct responsibilities under the Health and Safety and Work Act 1974, most notably under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report any work related infectious diseases when they occur amongst employees.

The detail within this policy outlines the likely roles and responsibilities in relation to infectious diseases, including managing an outbreak and supporting and communicating with staff and students so that Enable can effectively manage such an incident.

In practice Enable will work to fulfil the following responsibilities;

- i. Work in conjunction with and on the advice of PHE to inform staff and learners as soon as possible following notification of a confirmed case or suspected outbreak of an infectious disease.
- ii. Ensure sufficient information is made available to everyone who is deemed 'at risk' i.e. any members of staff/ learners or visitors that have been in close contact or proximity to the infected person within the period prior to diagnosis. (Note the guidance shall vary by disease and Enable shall work under the advice provided by PHE).
- iii. Assist PHE by providing as detailed information as possible in relation to a suspected case/ outbreak by;
  - a. Completing contact tracing for staff, learners or visitors
  - b. Providing a central location as a base for external health agencies, this may include for the administration of prophylactic treatment if required.
  - c. Disseminating information to relevant individuals at Enable.

## Definitions used within this document

### Infectious Disease

Also known as a communicable disease. Any disease transmissible by infection or contagion which can spread from one person to another via direct or indirect contact. Spread can be by varying routes and varying degrees of infectivity. Vaccinations programmes exist for some, not all infectious diseases.

The most serious infectious diseases are notifiable under the Public Health (Infectious Diseases) Act 1988

Medical practitioners are responsible for notifying the diagnosis or suspected diagnosis of a notifiable infectious disease.

Examples include TB, E-Coli, Meningococcal Disease. See Appendix 1 for a full list.

### Reportable Disease

Reportable diseases must be linked to a work process or activity that leads to exposure to listed physical agents, substances, biological agents and conditions caused by the physical demands of work.

After diagnosis of a reportable disease, the medical practitioner is obliged to notify the Enable as soon as possible, usually via the issuing of a medical certificate.

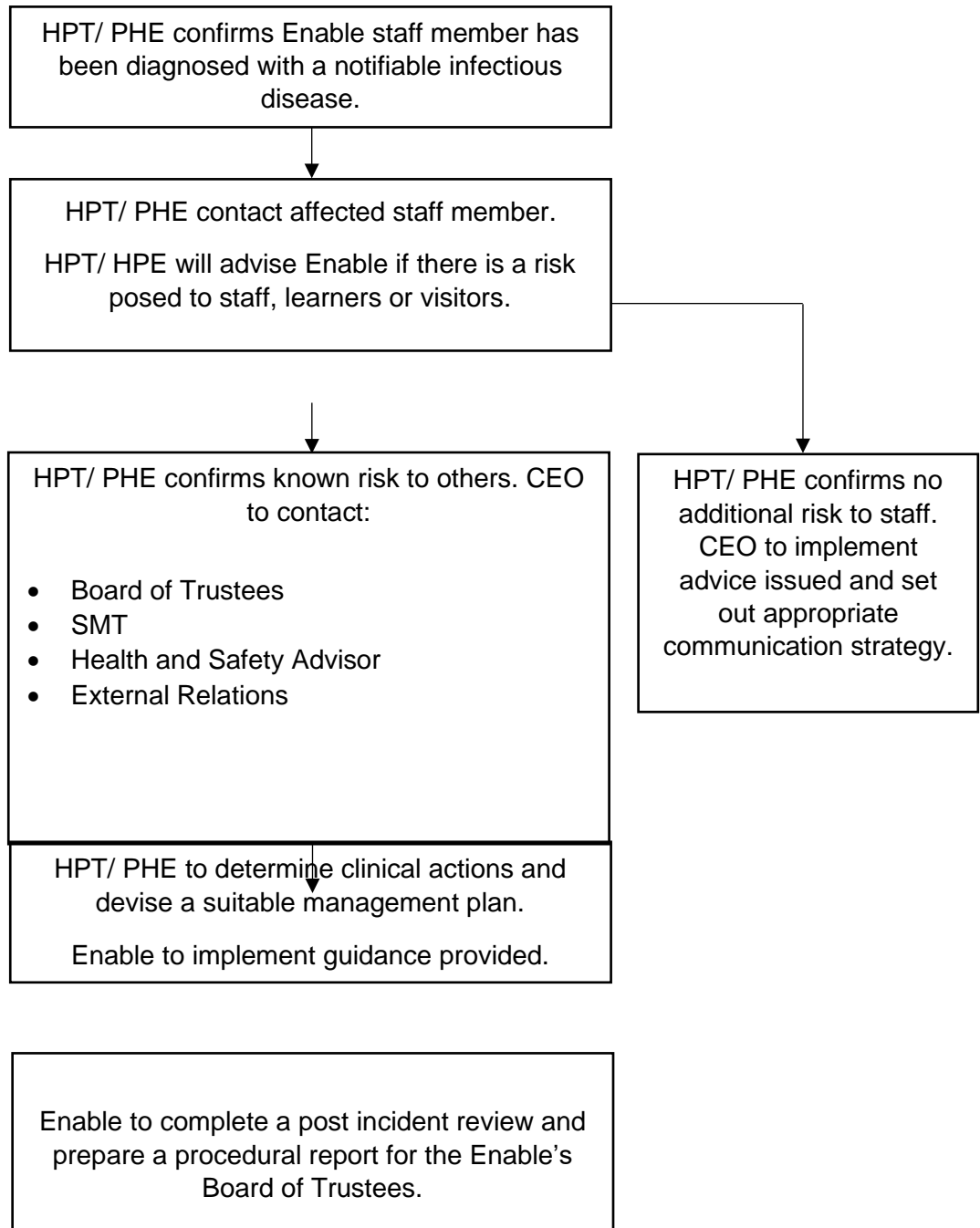
### Outbreak

Usually two or more confirmed cases of the same infectious disease within a 1 -2 week timeframe, dependant on the illness and where common links can be identified.

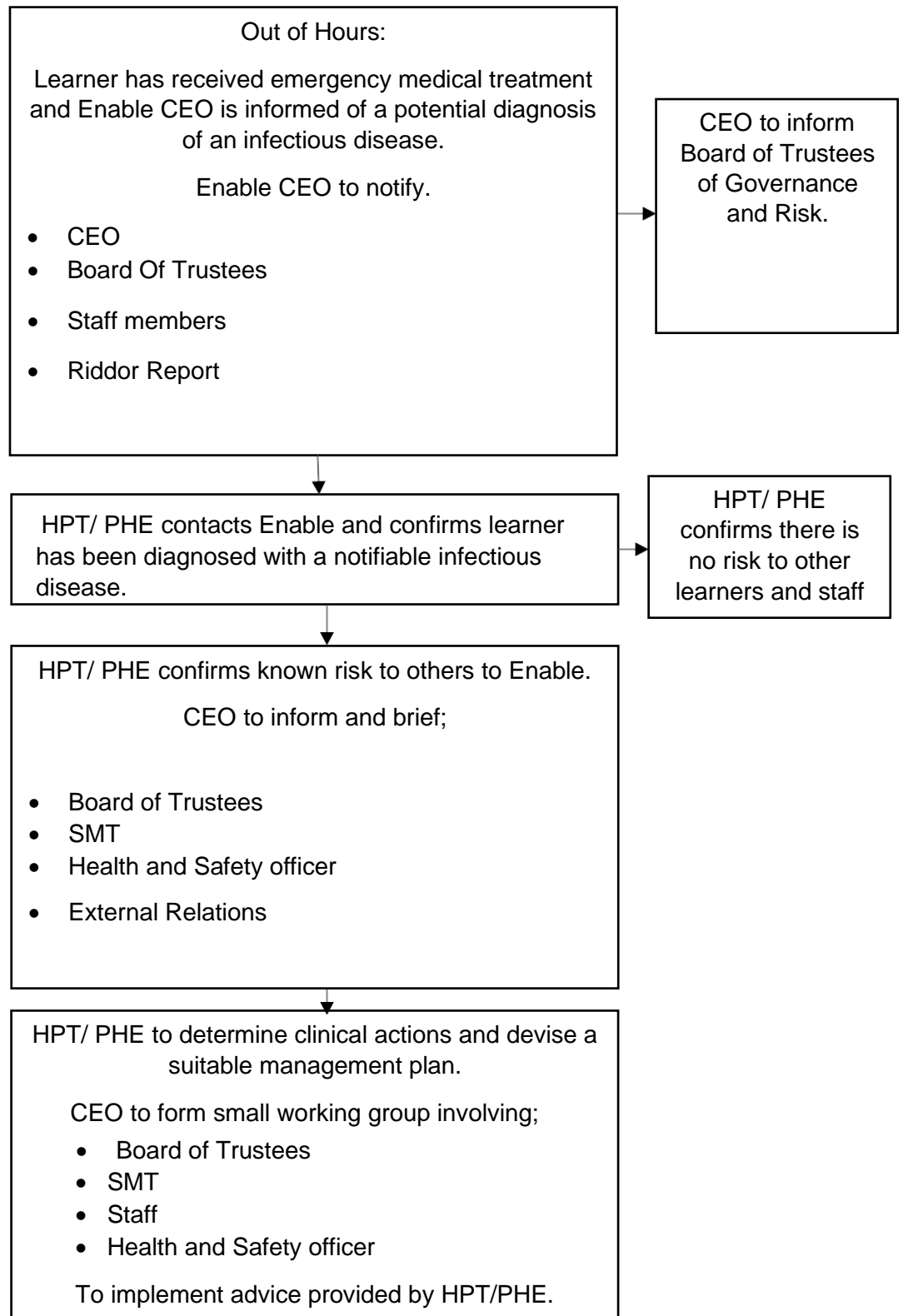
## Reporting Flowchart for Infectious (Notifiable) Diseases

Using operational guidance provided by Public Health England Enable shall attempt to adopt the following general process on confirmation of a single case or suspected outbreak of a notifiable infectious disease.

### 1. Initial Response – Staff Cases

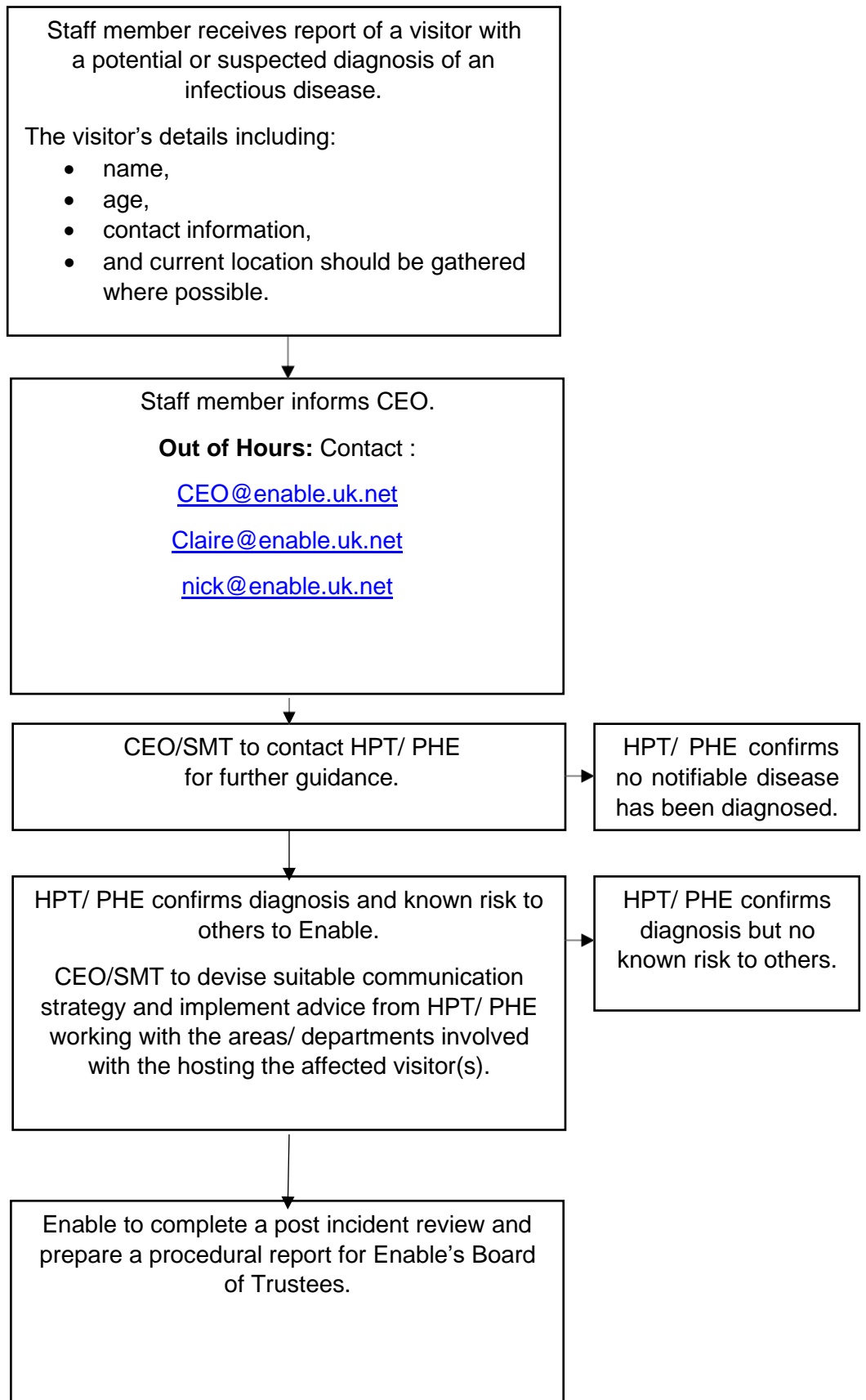


## 2. Initial Response – Enable Learners

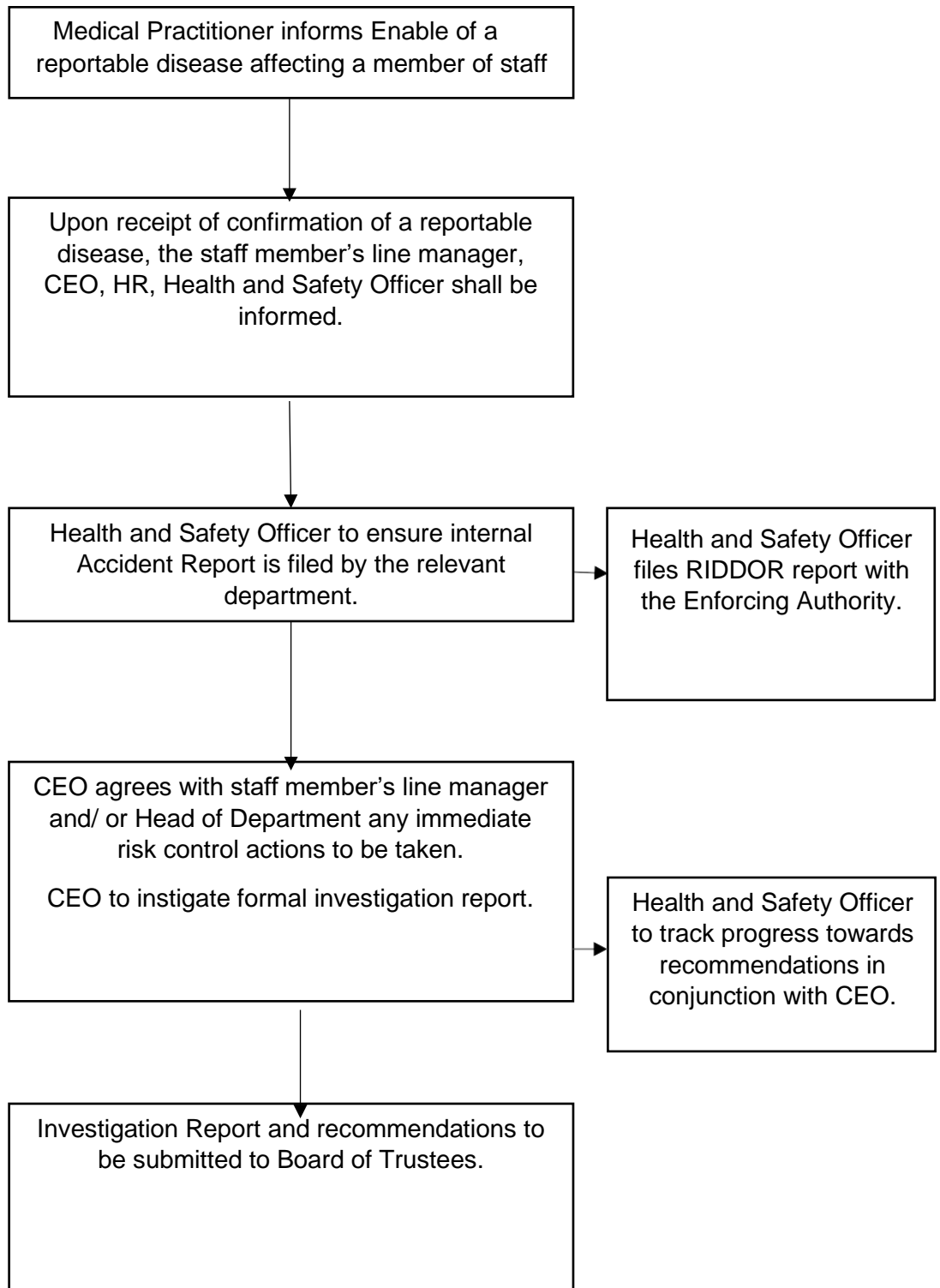


Actions arising from HPT/ PHE involvement will determine the next steps which is expected to include, treatment options, contact tracing, potential isolation, vaccinations and communication.

### 3. Initial Response - Visitors to Enable



#### 4. Reportable Diseases involving Enable Staff





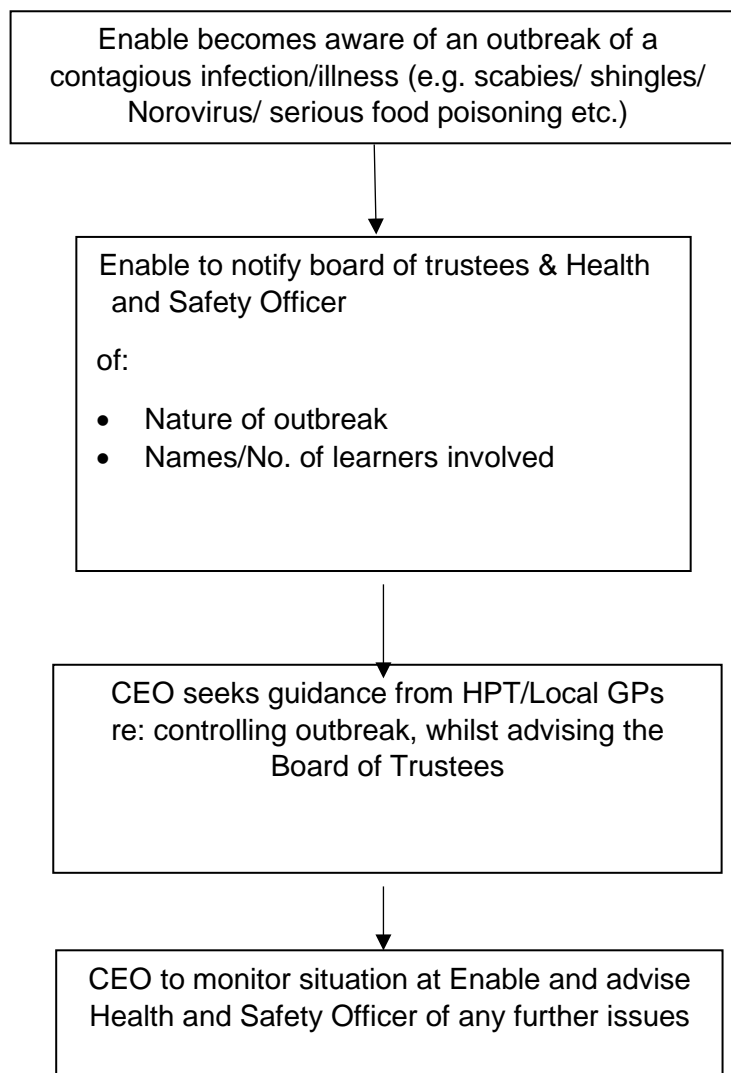
## **5. Initial Response – Infectious (Non-Notifiable) Diseases involving Enable Learners**

Initial response where there is an outbreak of an infectious (non-notifiable) infection/disease within Enable.

### **Definitions**

The classification of an outbreak can be broader for non-notifiable diseases and can be defined as:

- An incident in which a number of people experiencing a similar illness are linked by location and time of incidence
- The occurrence of a contagious illness/disease in excess of what would normally be expected in a defined community or geographical area
- A suspected or actual event involving microbial or chemical contamination of food/ water



## **Communication**

Upon confirmation of diagnosis of a notifiable infectious disease PHE will take over the management of the case/ outbreak.

The CEO shall devise a suitable internal and external communication strategy in response the outbreak, under the direction of PHE.

Information to be circulated internally may include but is not limited to;

- Direct communication / advice issued by PHE,
- Confirmation of an infectious disease case/ outbreak,
- Symptoms typically associated with the respective disease,
- Prevention strategies,
- Reporting procedures for suspected cases,
- Signposting to internal support for staff and learners.

All forms of internal and external communication must be circulated via SMT and Admin team

## **Key Responsibilities**

### **Landlord**

Depending on the scale of an outbreak, the landlord may have a significant involvement to help with the management and containment of an infectious disease.

### **Senior Management Team**

Enables Senior Management team may need to be convened to discuss;

- Implementation of Enables Incident Plan – depending on the scale of the outbreak.
- External Communication strategy
- Impact on staffing
- Drawing up an incident risk assessment
- Instigating a post incident investigation and review.

## **COVID-19**

The whole of Nottinghamshire will enter in to Tier 3 restrictions at one-minute past midnight on Friday morning 30/10/2020. The decision comes after a last-minute Government U-turn to include all other areas of the county.

Enable's staff will continue to work from home, however, our tutors will still be allowed to deliver training in our building, as long as face coverings are worn by adults and learners when moving around the premises, and where the 2m social distancing cannot be adhered to. These restrictions will be in place for 28 days before being reviewed. Enable's policies will be updated accordingly.

From 5<sup>th</sup> November 2020 the whole of England will enter a 2<sup>nd</sup> national lockdown. It is hoped this will help to suppress the Coronavirus. Keeping everyone safe is of paramount importance and all Enable staff will work from home. Tutors will deliver remote training to our learners.

Enable will review this policy in accordance with government guidance and alter accordingly.

## APPENDIX 1

### Current List of Notifiable Infectious Diseases

- Acute encephalitis
  - Acute poliomyelitis
  - Anthrax
  - Cholera
  - Covid-19 (Coronavirus)
  - Diphtheria
  - Dysentery
  - Food poisoning
  - Leprosy
  - Leptospirosis
  - Malaria
  - Measles
  - Meningitis
  - Meningococcal septicaemia
  - Mumps
  - Ophthalmia neonatorum
  - Paratyphoid fever
  - Plague
  - Rabies
  - Relapsing fever
  - Rubella
  - Scarlet fever
  - Smallpox
  - Tetanus
  - Tuberculosis
  - Typhoid fever
  - Typhus fever
  - Viral haemorrhagic fever
  - Viral hepatitis
  - Whooping cough
  - Yellow fever
- (Note that ALL cases of Tuberculosis, whether pulmonary or not, must be notified)

Please refer to [Gov.uk Infectious Diseases](https://www.gov.uk/infectious-diseases) website for live information.

## **APPENDIX 2**

### **Reportable Diseases**

Conditions due to exposure to physical agents and the physical demands of work

- malignant disease of bones due to ionising radiation
- blood dyscrasia due to ionising radiation
- cataract due to electromagnetic radiation
- decompression illness
- barotrauma resulting in lung or other organ damage
- dysbaris osteonecrosis
- cramp of the hand or forearm due to repetitive movements
- subcutaneous cellulitis of the hand
- bursitis or subcutaneous cellulitis arising at or about the knee or elbow
- due to severe or prolonged external friction or pressure
- traumatic inflammation of the tendons of the hand or forearm or of the associated tendon sheaths
- carpal tunnel syndrome
- hand-arm vibration syndrome
- Inflammation, ulceration or malignant disease of skin due to ionising
- Radiation

Infections due to exposure to biological agents

- anthrax
- brucellosis
- avian/ovine chlamydiosis
- hepatitis
- legionellosis
- leptospirosis
- lyme disease
- q fever
- rabies
- streptococcus suis
- tetanus
- tuberculosis
- infection reliably attributed to work with micro-organisms, work with live or dead human beings in the course of providing any treatment or service or in conducting any investigation involving exposure to blood or body fluids, work with animals or any potentially infected material derived from any of the above

### **Conditions due to exposure to substances**

- poisonings by acrylamide monomer; arsenic or one of its compounds; benzene or a homologue of benzene; beryllium or one of its compounds; cadmium or one of its compounds; carbon disulphide; diethylene dioxide; ethylene oxide; lead or one of its compounds; manganese or one of its compounds; mercury or one of its compounds; methyl bromide; nitrochlorobenzene or a nitro or amino or chloro-derivative of benzene or a homologue of benzene; oxides of nitrogen; phosphorus or one of its compounds.
- cancer of a bronchus or lung

- primary carcinoma of the lung with evidence of silicosis
- cancer of urinary tract
- bladder cancer
- peripheral neuropathy
- chrome ulceration of the nose/throat/skin of hands or forearm
- folliculitis or acne from exposure to mineral oil, tar, pitch or arsenic
- skin cancer
- byssinosis
- mesothelioma
- lung cancer
- asbestosis
- cancer of nasal cavity or associated air sinuses
- occupational dermatitis
- extrinsic alveolitis
- occupational asthma

**Signed:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_