

**Policy and Procedures Title:** Infectious Disease Out Break Policy At Private Schools Of Dubai

<b>Ownership:</b> Schools and Educational Institutions Health Unit, Health Affairs Department (HAD), Primary Health Care Services Sector (PHCSS)	<b>Effective Date:</b> : 13.10.2015	<b>Code:</b> DHA/PHCSS/PCS/003
	<b>Revision Due Date:</b> 12.10.2018	<b>Type:</b>
	<b>Revision No:</b> 0	<input type="checkbox"/> <b>Administrative</b>
	<b>First Edition Date:</b> 13.10.2015	<input type="checkbox"/> <b>Technical</b> <input checked="" type="checkbox"/> <b>Clinical</b>

**Applies to:**  PHCSS

**1. Purpose/ Scope:**

- 1.1 To prevent and control communicable diseases outbreaks at private school facilities in Dubai
- 1.2 To standardize the procedure for conducting an outbreak management (outbreak investigation, outbreak control) at private schools facilities in Dubai.

**2. Policy Statement:**

- 2.1 The Outbreak coordination team will be responsible for monitoring the outbreak cases through preventive services section.
- 2.2 The Outbreak coordination team is responsible for assuring that all private schools of Dubai are aware of the outbreak policy.
- 2.3 The Outbreak coordination team should facilitate the entrance of outbreak management team in the private schools in Dubai.
- 2.4 Free contact screening shall be carried out and necessary prophylaxis shall be given when required as per (Federal Law No. 27 of 1981) by the preventive services section.
- 2.5 Reporting to the local or national authorities shall be proceeded and necessary communication must be maintained until sorting out of the outbreak status by the preventive services section.
- 2.6 Contacts investigation must be initiated when any outbreak cases confirmed at schools by the preventive services section.
- 2.7 Any clinically suspected communicable diseases should not be recognized as confirmed outbreak until approved results by laboratory or radiology investigation.

Policy & Procedure No	Effective Date	Revision Due date	Revision No	First Edition Date
DHA/PHCSS/PCS/003	13.10.2015	12.10.2018	0	13.10.2015

- 2.8 Outbreak investigation and management procedures shall be initiated as soon as possible upon receiving notification, the main tasks shall be carried out by assigned outbreak management team from preventive services center.
- 2.9 Full address and data of all identified contacts should be collected by attending physician or team through special Forms by the preventive services section and support by SIEHU.
- 2.10 E- notification of the diagnosed or suspected index case must be proceeded as soon as possible by the person who made the diagnosis or suspension whether they are physicians or nurses.
- 2.11 Log in detail for the e-notification system at DHA website shall be provided to health care provider at school facilities by preventive services center / PHCSS/DHA.
- 2.12 The Outbreak coordination team should ensure that each private schools in Dubai have the access for the E notification system.
- 2.13 Roles and responsibilities of school admin, school health provider and students (refer to the school health manual communicable disease and infection control section).
- 2.14 School principal and health care provider should not address any sort of the letters to the parents or public unless advised by DHA concerned staff.

### **3. Definitions/ Abbreviations:**

- 3.1. **Infectious disease:** group of diseases that can be transmitted from person to person directly or indirectly through different roots, which is caused by different category of microorganisms (viral, bacteria, etc.)
- 3.2. **Outbreak coordination team:** Schools and Educational Institutions Health Unit staff
- 3.3. **Outbreak management team:** Preventive services section staff.
- 3.4. **Outbreak:** The occurrence of cases of disease in excess of what would normally be expected in a defined community, geographical area or season. An outbreak may occur in a restricted geographical area
- 3.5. **Outbreak description:** Component of outbreak investigation designed to describe the features of existing cases only (contrast with analytic epidemiologic study).
- 3.6. **Outbreak investigation:** Activities undertaken to establish the existence of an outbreak, describe the outbreak, and to identify the source, transmission mechanism and contributory factors, as a basis for outbreak response

Policy & Procedure No	Effective Date	Revision Due date	Revision No	First Edition Date
DHA/PHCSS/PCS/003	13.10.2015	12.10.2018	0	13.10.2015



- 3.7. **Public Health Emergency at school facilities:** An extraordinary event, which is determined, as, provided in the IHR 2005, to constitute a public health risk to the other individuals and groups within school facility through the local spread of disease to. (In this case, it would apply only to outbreaks of diseases, epidemics and pandemics.
- 3.8. **Contact Investigation:** The process of identifying examining, evaluating, and treating all persons who are at risk for infection with due to recent exposure to a newly diagnosed or suspected case of any communicable diseases.
- 3.9. **Contact:** Someone who is at risk for acquiring notifiable infection by sharing air space with an infectious case. The following contact definitions are meant to describe how frequently a contact and an infectious case shared common space:
- 3.9.1 **Close-household contacts:** those who live in the same household as the infectious case.  
Household contacts are considered by definition to share common space on a daily basis with the source case.
- 3.9.2 **Close non-household contacts:** those who have regular, prolonged contact with the source case and share common space frequently but do not live in the same household.
- 3.9.3 **Casual contacts:** those who spend time less frequently with the infectious case. These may include like visitors, contractors.
- 3.9.4 **High-risk contact:** contact at high risk of progression from infection to disease and/or is likely to suffer increased morbidity or mortality from infectious disease. A high risk contact has one or more of the following characteristics:
- 3.9.4.1 Under age four, children
- 3.9.4.2 Persons who are HIV positive, dialysis patients or anyone with immunosuppressed condition.
- 3.10 **Index case:** The first person in a family or other defined group with suspected or confirmed communicable diseases who is the initial case reported to the Preventive Service Centre.
- 3.11 **Infectious period (IP):** the timeframe during which an individual with infectious disease is capable of transmitting infection.
- 3.11.1 **Onset** of IP is estimated based on patient factors which include:

Policy & Procedure No	Effective Date	Revision Due date	Revision No	First Edition Date
DHA/PHCSS/PCS/003	13.10.2015	12.10.2018	0	13.10.2015

Date when infectious diseases symptoms began. Date of **First** diagnostic test consistent with infectious diseases (e.g., serology, culture, sputum smear or Chest X-ray)

3.11.2 **Onset** of IP is **determined** based on the date of diagnosis of infectious disease in the absence of symptoms.

3.11.3 **Closed** - IP is generally considered closed when the infectious diseases patient:

- Has negative results for diseases specific tests or radiology
- Has been on appropriate treatment. Is showing clinical response to treatment.

3.12 **Notifiable disease:** Is group of diseases that must be notified to the local, national and international health authority within given period time upon diagnosis.

#### **4. Procedure and Responsibility:**

Procedure		Responsibility
4.1	Receive Infectious Diseases Notification DHA from private schools facilities in Dubai.	Preventive Services Center
4.2	Ensure to convey school health outbreak to preventive services center.	Schools and Educational Institutions Health Unit
4.3	Notify any notifiable communicable disease to preventive services center in case if not notified by E - notification system	Health care provider at school
4.4	Facilitate the entry of outbreak management team to the concern school premises	Schools and Educational Institutions Health Unit
4.5	Refer Index case to PHCSS or Rashid hospital/DHA or private facilities'	Attending Physician/ Health Inspector in
4.6	Approach and Inform Index Case' contacts about the importance and need to do Investigation.	

Policy & Procedure No	Effective Date	Revision Due date	Revision No	First Edition Date
DHA/PHCSS/PCS/003	13.10.2015	12.10.2018	0	13.10.2015

4.7	List the index case contacts identified and determine if they possess Insurance Card.	Preventive Services Center
4.8	Advice Contacts to proceed to PHCSS, RH or any other specific facilities for laboratory investigations	
4.9	Advice Contacts to proceed to health center catchment area on the agreed Date and Time.	
4.10	Inform Medical Officer In charge of Health Centre about incoming Contact Investigation with the following details; <ul style="list-style-type: none"> <li>▪ Name of Index Case</li> <li>▪ Name and Number of contacts for Contact Investigation</li> <li>▪ Availability of Insurance Card for contacts</li> </ul> Date and time they will attend in health center.	
4.11	Follow up with outbreak management team on the outbreak case and keep full records of it in Schools and Educational Institutions Health Unit.	Head of Preventive Services Centre/ Health inspector
4.12	Provide cooperation and coordination with DHA concerned staff in following instruction	Schools and Educational Institutions Health Unit

#### 5. Tools/Attachments/Forms:

- 5.1 List of Notifiable diseases
- 5.2 Algorithm of Outbreak management

#### 6. References:

- 6.1 World Health organization [www.who.int/topics/disease\\_outbreaks/](http://www.who.int/topics/disease_outbreaks/)
- 6.2 United Arab Emirates Federal Law No. 27 of 1981 Concerning Communicable Disease Prevention.
- 6.3 Communicable Diseases Management Protocol. Tuberculosis (TB) Protocol (December 2009).  
Communicable Diseases Control. Manitoba, Canada.  
<http://www.gov.mb.ca/health/publichealth/cdc/protocol/tb.html>

#### 7. Revision History:

Policy & Procedure No	Effective Date	Revision Due date	Revision No	First Edition Date
DHA/PHCSS/PCS/003	13.10.2015	12.10.2018	0	13.10.2015



<input checked="" type="checkbox"/> New issue		<input type="checkbox"/> Part revision	<input type="checkbox"/> Complete revision
Date	Status	Change	Reference Section
13.10.2015	<input type="checkbox"/> Deleted <input type="checkbox"/> Modified <input type="checkbox"/> Added		


**8. Performance Indicator(s):**

8.1 NA

Policy & Procedure No	Effective Date	Revision Due date	Revision No	First Edition Date
DHA/PHCSS/PCS/003	13.10.2015	12.10.2018	0	13.10.2015

**Prepared/Revised By:** Dr. Nusaiba Shaker AlBehandy

**Designation:** Acting Head of Schools and Educational Institutions Health Unit, HAD, PHCSS

**Signature:** 

**Date:** 06.10.2015

**First Reviewer:** Ms. Amal Vimalan

**Designation:** Senior Clinical Quality Officer, Quality and Excellence Office, PHCSS

**Signature:** 

**Date:** 10/10/2015

**Second Reviewer:** Dr. Dhoha Ahmad AlAwadhi

**Designation:** Head of Quality and Excellence Office, PHCSS

**Signature:** 

**Date:** 11/10/2015

**Approved By:** Dr. Nahed AbdulKhaleq Monsef


**Designation:** Director, Health Affairs Department, PHCSS

**Signature:** 

**Date:** 12/10/2015

**Authorized By:** Dr. Manal Mohammad Omran

**Designation:** Chief Executive Officer, PHCSS

**Signature:** 

**Date:** 13/10/2015

Policy & Procedure No	Effective Date	Revision Due date	Revision No	First Edition Date
DHA/PHCSS/PCS/003	13.10.2015	12.10.2018	0	13.10.2015