

Policy & Procedure Manual

**EMPLOYEE'S RESPONSIBILITIES IN THE CONTROL OF
INFECTIOUS DISEASES R-X-9**

POLICY

OPTIONS NORTHWEST is committed to health promotion and the recognition and control of the spread of infectious disease in the work environment. All employees working at OPTIONS NORTHWEST are also responsible to do their part, being aware of their own health status related to infectious disease and taking the steps necessary to minimize their spread.

Employees, people supported, visitors and volunteers with an illness or infectious disease are expected to conduct themselves in a manner which will avoid endangering others. The employee shall take all necessary steps should they become aware that their condition and/or actions pose a threat to the health and safety of themselves or others.

PURPOSE:

1. To prevent and control the spread of infectious diseases.

PROCEDURE:

A) CONTROLLING THE SPREAD OF INFLUENZA

1. OPTIONS NORTHWEST recommends all employees obtain the Seasonal Flu vaccine.
2. Employees are responsible to recognize when influenza is present. This would be suspected if:
 - a) They experience the following symptoms;
 - sudden onset of fever greater than 38 C, frequently with chills, headache, malaise (a general feeling of unexplained discomfort, illness or uneasiness)
 - a dry cough or shortness of breath
 - sore throat, muscle pain, extreme exhaustion and joint pain

b) it is between November-April

3. During flu season, any employee exhibiting flu symptoms, as noted above will inform their Supervisor/Supervisor on call and procedures will be followed in accordance with Influenza/Outbreak Management Policy R-X-8.
4. The Supervisor will follow best practices and can continue to go to all locations designated in outbreak status as they are not cooking or providing direct care.

B) CONTROLLING THE SPREAD OF OTHER INFECTIOUS DISEASES

NOTE: Anyone who is infected carries pathogens which can be transferred to someone else. Boils, infected cuts and pimples are sources of pathogens. Some illnesses such as salmonellosis and hepatitis can leave pathogens in the body long after the symptoms of the disease have disappeared.

1. Keep all cuts on hands clean and covered; cough or sneeze into your elbow or tissue, then rewash hands afterwards.
2. Jewelry harbors bacteria and should not be worn when providing support to individuals in accordance with Employee Dress Code Policy HR-III-45.
3. People supported who have an infectious illness will be educated on their responsibility to conduct themselves in a manner which will avoid endangering others. When their condition and/or actions pose a threat to the health and safety of themselves or others the supervisor will be informed in confidence.
4. Employees who exhibit gastrointestinal symptoms and who prepare food or provide direct support to people in service should be symptom free for 48 hours when the cause of their symptoms (type of bacteria involved) is unknown.

RECOMMENDED BY: Director, Community Services

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Human Resources, Community Services Administration, Community Services (all)

ORIGINAL POLICY DATE: April 2015

AUTHORIZED BY: Executive Director

SIGNATURE:

