



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.8a

DEPARTMENT: *Infection Control*

SUBJECT: *Surveillance – Staff*

APPROVAL DATE: April 2004

REVISION DATE: March 2016

REVISION DATE: March 2017

REVIEW DATE: November 2018

Page 1 of 2

PURPOSE:

Employee illnesses will be monitored and a line listing initiated in order to exclude sick staff members from work during an outbreak.

PROCEDURE:

1. The case definition as established by the Public Health Unit and Infection Control Team will be applied to staff illnesses. Those staff whose symptoms meet the case definition will be excluded from work on this basis.
2. Criteria for return-to-work will be established by the Outbreak Management Team in consultation with the Public Health Unit (PHU).
3. Staff illness records will be kept and will include at a minimum date of onset, department, and signs and symptoms. ([Refer to Ministry of Labour reporting Form #2.8B](#)).
4. The need for laboratory specimens from staff members will be determined by the PHU.
5. Affected staff are responsible to ensure updates are provided to the Home Administrative Assistant /Manager of Resident Care.



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.8a

DEPARTMENT: *Infection Control*

SUBJECT: *Surveillance – Staff*

APPROVAL DATE: April 2004

REVISION DATE: March 2016

REVISION DATE: March 2017

REVIEW DATE: November 2018

Page 2 of 2



HOMES AND SENIORS SERVICES

Ministry of Labour – Written Notification of Employee Illness during Outbreak

- Bobier Villa**
1 Bobier Lane, 29491 Pioneer Line, Dutton, ON N0L 1J0
- Elgin Manor**
39262 Fingal Line R.R. #1, St. Thomas, ON N5P 3S5
- Terrace Lodge**
49462 Talbot Line, Aylmer, ON N5H 3A5

Date: _____ Reported by/position: _____

Nature of the occupational illness and the circumstances which gave rise to such illness:

Description of the cause or the suspected cause of the occupational illness:

Worker off work r/t illness:

Worker Name	Worker Address	Seen by Doctor yes/no	Doctor's Name and Address	Date Worker off from work	Date Worker returned to work

Steps Taken to Prevent Illness:

- Included a copy of interventions as per Public Health Unit
- Other see specifics below:

Fax this form with Staff Line Listing Within 48 hours of outbreak being declared and send updates to every 48 hours till end of outbreak to:

MOL – 519-672-0268

- Union Representative and JHSC Informed