

1. Physical Examinations

1.1 Bus Driver Medical

Those drivers requiring a medical in order to become regular or spare drivers shall have the medical paid for upon producing receipts from the medical clinic involved.

2. Staff Protection

2.1 The Division shall take whatever steps are required to ensure that employees are protected in the use of machines and equipment as required by the *Workers' Compensation Act* and *Alberta Occupational Health and Safety Legislation*.

3. Acquired Immune Deficiency Syndrome (AIDS)

Personnel infected with the AIDS virus shall have the right to continue their employment.

3.1 The confidential nature of the employee's infection will be maintained at all times.

3.2 An employee with AIDS shall not be excluded from his/her employment until an attending physician or the Medical Officer of Health advises that exclusion is to the employee's psychological and/or health advantage.

3.3 An uninfected employee who has a family member infected with the AIDS virus shall have the right to continue his/her employment.

3.4 Where the attending physician or Medical Officer of Health advises the employee to conclude employment for health reasons, the employee shall commence sick leave under the provisions of his/her collective agreement.

3.5 The employee shall notify, in person, his/her immediate supervisor.

4. Severe Acute Respiratory Syndrome (SARS)

Severe Acute Respiratory Syndrome is a highly contagious disease. In order to monitor SARS the following Protocol has been developed:

4.1 Develop a Joint Monitoring and Reporting System

4.1.1 Passive Monitoring

Persons are responsible for monitoring their own health. Visitors and persons returning from affected areas will be given the SARS Prevention Directive information sheet from the Medical Officer of Health. Persons are directed to watch for early symptoms of SARS which include:

- feeling generally unwell, feeling very tired, headache and body/muscle aches (might be the first symptoms)
- fever and/or chills
- cough, shortness of breath, and/or difficulty breathing

4.1.2 Active Monitoring

In special circumstances, active monitoring will be implemented. This consists of having either a Health Care worker or school official directly interview the patient on a daily basis.

Monitor information available about SARS on an ongoing basis.

4.1.3 Provide Information to Parents and Staff

If you have come from an area where SARS is spreading, you should monitor your health for ten (10) days following your departure from the area. Watch for the following symptoms of possible SARS:

- feeling generally unwell, feeling very tired, headache and body/muscle aches might be the first symptoms
- fever and/or chills
- cough, shortness of breath and/or difficulty breathing.

If these symptoms occur within ten (10) days following your departure from a SARS affected area, immediately isolate yourself from other people. It is extremely important that you do not transmit SARS to other people if you are feeling the effects of it.

4.1.4 Local Residents

If you are at home when these symptoms begin, stay at home. If you are at work, school, or elsewhere, immediately return home.

Phone your doctor or phone the emergency department of your local hospital before you visit, if you suspect you have contracted SARS. If you are advised to go to your doctor's office or the emergency department, you will immediately be given a mask to wear when you get there and you will be taken to a room away from other people. Staff will wear gloves, gown and mask when they take care of you so that they will not get SARS if you have it.

4.1.5 Visitors

If you are in your room (i.e. the place where you are staying) when these symptoms start, stay there. If you are at work, school, or elsewhere, immediately return to your room.

- To find out what you should do next, you can phone one of three places:
- The emergency department of the local hospital.
- The local public health office.
- The Aspen Regional Medical Officer of Health: 1-780-962-9687.

4.2 Travel by Students and Staff of the Jurisdiction

4.2.1 Postpone or cancel nonessential student travel or staff travel to an affected area.

4.2.2 If travel is planned, check and double check to ensure the trip is not to an affected area.

- For all planned travel, it is imperative to check the current health and travel information about that area immediately prior to departure. (These Advisories or Alerts are updated regularly.) We would advise, at minimum, checking the information provided by the World Health Organization, the Centers for Disease Control and Prevention and Health Canada. Web sites are outlined below.

- 4.3 Students or Other Individuals Coming to Your Jurisdiction
- 4.3.1 Identify staff, students or visitors coming to your school jurisdiction from elsewhere. It is also important to check the current health and SARS information about that area to determine if it is an affected area. This would include staff or students returning from field trips or personal holidays; exchange or international students or professionals; and students or staff transferring to your jurisdiction from another. All incoming visits would be cleared through your SARS designate.
- 4.3.2 It is prudent to postpone or cancel nonessential travel from an affected area to your jurisdiction. If an individual from an affected area is scheduled to visit your jurisdiction, consider whether this visit can be cancelled or postponed.
- 4.3.3 Monitor Potentially Affected Staff or Students
- For staff or students coming to your jurisdiction from an affected area or known to have been exposed to SARS, it is important for school staff and parents to monitor the student's health for ten (10) days following their presence in the affected area. However, according to public health officials, these students may continue to attend school unless they develop symptoms.
- 4.3.4 Know the Symptoms of SARS
- Feeling generally unwell, feeling very tired, headache and body/muscle aches (might be the first symptoms)
 - Fever and/or chills
 - Cough, shortness of breath, and/or difficulty breathing.
- 4.3.5 Report SARS Related Concerns Immediately
- If a student or staff member who has been to an affected area or exposed to SARS develops any of these symptoms, ensure that the individual remains where he or she is and report the suspected case immediately to your local regional health authority contact person. Tell the contact person that the person may have SARS, so that arrangements can be made for a medical examination without risk of further exposure.
- 4.4 Students and Staff Passing Through Affected Areas
- 4.4.1 Identify and Monitor Staff and Students Routed Through Affected Areas
- It may be prudent to monitor for symptoms presented by any staff member or student who has been routed through an airport in an affected area, even though the risk is arguably less than that from an extended period of time spent in the area.
- 4.5 Hand Washing is a very effective prevention tool and students and staff should be encouraged to wash their hands often and thoroughly with soap and warm water. Hand washing is the single most important method of preventing infection. It may be advisable to purchase waterless hand-wash agents (i.e. alcohol-based hand rub or ISO gel) for staff and student use.

Web references for further information:

- <http://www.health.gov.ab.ca> (Health and Wellness, Government of Alberta)
- <http://www.hc-sc.gc.ca> (Health Canada)
- <http://www.cdc.gov> (Centers for Disease Control and Prevention)
- <http://www.who.int> (World Health Organization)

5. Employee and Family Assistance Program (E.F.A.P.)

The Employee and Family Assistance Program provides professional and confidential assistance to all active employees and their immediate family members in helping them to resolve personal problems such as stress and burnout, alcohol and drug abuse, violence and aggressive behaviour, depression and suicidal feelings, marital and family conflicts, parenting difficulties as well as situations requiring legal and financial solutions. The Pembina Hills Regional Division will maintain an Employee and Family Assistance Program. Participation by employees is voluntary.

The Employee and Family Assistance Program is governed by a Steering Committee, consisting of representatives from schools, departments, and the Board. The Steering Committee meets semi annually (or more as required) to discuss the E.F.A.P.

6. Working Alone Safely

6.1 Pembina Hills School Division (PHRD) is committed to a Health and Safety Program that protects our staff, our property, and other workers who enter our property, and the general public and the environment. Our commitment to safety is in accordance with *Alberta Occupational Health and Safety Legislation*.

6.2 Working alone applies if a worker is working alone at a work site, and assistance is not readily available if there is an emergency or the worker is injured or ill.

6.3 All department supervisors will ensure that all affected employees receive training in the Working Alone – Off Site, Appendix I-2, Best Practices and Procedures, in the PHRD Health and Safety Program, and employees are able to implement said code of practice within the content of their work environment. Supervisors must provide effective radio, telephone, or other electronic communication between a worker who works alone and a person capable of assisting in an emergency or if the worker is injured or ill.

6.4 If effective electronic communication is not practical or readily available at the work site, the supervisor must ensure that another competent worker visits the worker, or the worker contacts the supervisor or another competent worker. Visits or contact must be at intervals of time appropriate to the nature of the hazards associated with the work.

6.5 Employers will conduct an annual assessment to identify any potential hazards for employees working alone. Should potential hazards be identified, these will be documented along with appropriate strategies for controlling the hazard. The Controls for the hazards will be communicated to employees.

6.5.1 Background

Legislation affecting all employers who may have employees working alone went into effect on April 30, 2001. Schools systems may not have an abundance of highly visible situations where employees are alone, none the less there are numerous potential areas for difficulties. For example:

- a) Employees who travel alone

- b) Bus drivers
- c) Trades people working in isolation during the work day or after hours, or emergencies
- d) Staff working after normal working hours
- e) Employees visiting a home
- f) Employees working alone in special programs like the Summer Reading Program

7 Existence of imminent danger

- 7.1 (a) Any worker who, on reasonable and probable grounds, who believes that there exist an imminent danger to the health and safety of that worker, other workers present at the work site, or the general public shall not carry out any work or operate any tool, appliance or equipment
- (b) Imminent danger means in relation to any occupation, a danger that is not normal for that occupation, or a danger under which a person engaged in the occupation would not normally carry out the persons work.
- 7.2 A worker who refuses to carry out work, or refuses to operate any tool, appliance or equipment shall as soon as practicable, notify the worker's employer at the work site of the worker's refusal and reason for the refusal.
- 7.3 On being notified the employer shall investigate and take action to eliminate the imminent danger in alignment with Section 9, Incident Investigation, PHRD Health and Safety Program.