

Employee Guide
A (H1N1) Influenza

The following information and examples will help you better manage your health during the A (H1N1) Influenza period.

A (H1N1) Influenza is a flu strain that normally affects swine but can also attack human beings. It is a respiratory infection involving symptoms similar to those of the human seasonal flu (fever, fatigue, loss of appetite, cough, sore throat, headache, etc.). Vomiting and diarrhea have also been reported with A (H1N1).

The virus is contagious. Flu and other respiratory infections spread to others when germs penetrate through the nose or throat. Coughing and sneezing expel germs into the air, which can then be breathed in by other people. Germs can also settle on hard surfaces, such as work counters and door handles, and from there be transmitted to hands and then to the respiratory system when people touch their mouth or nose.

You can protect yourself by following these steps:

- wash your hands thoroughly with soap and warm water, or use hand sanitizer, for at least 15 seconds, especially before and after meals, after using the bathroom, after coughing and/or sneezing, or after touching surfaces that could be contaminated (door handles, tables, counters, etc.);
- cough or sneeze into a tissue or into the crook of your elbow to avoid propagating the virus; and
- throw used tissues away immediately.

A vaccine is now available to protect against H1N1. Please consult the following websites for immunization dates and locations:

Ottawa residents:

http://www.ottawa.ca/residents/health/conditions/swine_influenza/h1n1_clinics_en.html

Outaouais residents:

http://vaccination.msss.gouv.qc.ca/carte_region_en.php?region=07

Eastern Ontario residents (Rockland, Embrun, Casselman, etc.):

http://www.eohu.ca/home/index_e.php

If you have flu-like symptoms, you can contact Ontario Telehealth at 1-866-797-0000 (Ontario residents), the Ottawa Public Health Information Line at 613-580-6744 or the Info-Santé health hotline at 811 (Quebec residents) to talk with a registered nurse.

Flu assessment centres are open to provide care to individuals who have flu-like symptoms, but either do not have a family physician or cannot get an appointment with their own. Not every one suffering from flu-like symptoms needs to see a physician. Please consult the following websites:

Ottawa residents:

www.ottawa.ca/residents/health/conditions/swine_influenza/treatment/flu_assessment_en.html

Outaouais residents:

http://cliniquesgrippe.msss.gouv.qc.ca/carte_region_en.php?region=07

Example no. 1

What should you do if you have flu-like symptoms?

Stay home from work, school or public gatherings until you are fever-free for 24 hours (without fever medication) and are feeling well enough to resume your regular activities.

You can also contact Telehealth or Info-Santé, see your physician or go to one of the flu assessment centres if needed.

You need to inform your supervisor of your absence. He or she will complete a form to notify Occupational Health and Leave Sector of your absence.

Next, contact the Occupational Health and Leave Sector yourself at 613-562-5800, ext. 1474 or 3162. **This is strictly to keep track of H1N1 activity on campus.**

Example no. 2

What should you do if you need to miss work to care for a dependant or for an immediate family member who has flu-like symptoms?

Make sure that you are following the doctor's orders to care for the sick person.

Refer to Policy 9a or to the appropriate collective agreement to confirm the leave you can take to care for sick dependants.

You need to inform your supervisor of your absence.

Example no. 3

What should you do if you have been in contact with someone who has H1N1, but you do not show any flu symptoms?

Report to work as usual, but watch for flu symptoms.

If flu symptoms begin, refer to **Example no. 1.**