

Manager's Guide
A (H1N1) Influenza

The following information and examples will help you better manage employee absences during the A (H1N1) period.

For an indeterminate period, you must complete the questionnaire below for every employee requesting leave because of flu-like symptoms.

Please forward the questionnaire to the Occupational Health and Leave Sector by e-mail (santetr@uottawa.ca) or by fax to 613-562-5120.

If the absence is not related to flu-like symptoms, please consult **Policy 9b** on sick leave or the appropriate collective agreement.

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 who 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

A (H1N1) Flu Questionnaire

Supervisors must complete this questionnaire for any absence by an employee reporting flu-like symptoms. Please return it to the Occupational Health and Leave Sector by e-mail (santetr@uottawa.ca) or by fax at 613-562-5120.

Employee name: _____ Employee no.: _____

Telephone (home): _____

Faculty, department or service: _____

Supervisor's name: _____ Extension: _____

Supervisor's signature: _____ Date: _____

What to ask and tell an employee who is away because of flu-like symptoms:

1. Do you have flu-like symptoms? YES or NO
2. Advise your employee to contact one of the nurses in the Occupational Health and Leave Sector at 613-562-5800, extension 1474 or 3162, as soon as possible after his or her absence has begun. ***Mention that this is strictly to keep track of H1N1 activity on campus.***

Example no. 1

What should you do if your employee informs you that he or she is sick but does not give you a reason for the sickness?

- Contact the employee to find out if the absence is related to flu-like symptoms.
- If yes, please complete the **A (H1N1) Flu Questionnaire** above.
- If no, proceed as usual according to **Policy 9b** on sick leave or to the appropriate collective agreement.

Example no. 2

What should you do if you know an employee at work is complaining of flu-like symptoms?

Advise your employee to go home and to stay home from work, school or public gatherings until he or she is fever-free for 24 hours (without fever medication) and is feeling well enough to resume regular activities.

Inform the employee that, if needed, he or she can contact Telehealth or Info-Santé, see a physician or go to one of the flu assessment centres.

Ask the employee to contact the Occupational Health and Leave Sector.

Example no. 3

What should you do if your employee stays home to care for a dependent or for an immediate family member who has flu-like symptoms?

Make sure that the employee is following the doctor's orders to care for the sick person.

Refer to **Policy 9a** or to the appropriate collective agreement for the leave employees can take to care for sick dependants or immediate family members.

Example no. 4

What should you do if your employee has been in contact with someone having H1N1 but does not show any flu symptoms?

Instruct the employee to report to work as usual but to watch for flu symptoms.

If flu symptoms do appear, refer to **Example no. 2**.