



Office of the
Saskatchewan Information
and Privacy Commissioner

HUMAN RESOURCE POLICY

9.0 EMPLOYEE WELLNESS **9.08 COMMUNICABLE DISEASES**

Purpose

To provide direction to the Information and Privacy Commissioner (IPC) supervisors and employees concerning work-related situations that may develop due to contact with a communicable disease.

Application

This applies to all IPC employees.

Policy

When an employee has contracted a communicable disease which poses a risk to the health of other employees or clients, supervisors, in consultation with the Commissioner, will introduce measures to minimize the health risk to others and will do everything reasonable and practical to assist and accommodate the afflicted employee.

Supervisors shall ensure that employees follow appropriate precautionary measures to reduce the potential risk of transmittal of the communicable disease.

Process

Notification of Communicable Disease via Medical Health Officer

The Medical Health Officer within the Regina Qu'Appelle Health Authority will inform the IPC if an employee has contracted a communicable disease that poses or may pose a risk within the office. When this occurs, the Medical Health Officer will be requested to provide the IPC with written recommendations concerning protective measures which can be implemented.

Protective measures recommended by the Medical Health Officer or employee physician may include:

- Modifications to the employee's work assignment;
- Modifications to the employee's work environment;
- Leave of absence for the employee; and/or
- Introduction of precautionary measures and/or procedures for fellow employees in the same or related work environment.

An employee with a communicable disease will be restricted from attending work only upon notification from the Medical Health Officer or physician.

Notification of Communicable Disease via Employee

An employee who advises his/her supervisor that he/she has contracted a communicable disease will be required to obtain a medical report from his/her physician. The medical report should state whether the employee can still perform his/her assigned duties and recommend protective measures that may be necessary in the workplace.

All medical information and the names of employees afflicted by a communicable disease shall be treated in a confidential manner. Employees can contact the Director of Operations to discuss available sick leave benefits and other benefit information which may be of assistance.

Employees who believe they are at risk within a work area may raise their concerns with their supervisor or the IPC Occupational Health and Safety Committee.

Please note

The IPC supports a voluntary flu-shot vaccination program each year in advance of the peak flu season. Please see IPC Policy 9.04 Flu Shots for further details.

Authority

The Freedom of Information and Protection of Privacy Act, section 43.1

Influencing Sources

Saskatchewan Public Service Human Resource Manual, Section 809

Legislative Assembly Service Human Resource Policy 9.10

IPC Policy 9.04 Flu Shots