

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Employee Health	SECTION: E POLICY: 3
DATE: September 2004 REVISION DATES: January 2006, March 2014	Administrator's Signature: _____	

EMPLOYEE HEALTH

POLICY:

The staff of the Leamington Mennonite Home shall be free of illness which could be communicated to residents and other staff of the Leamington Mennonite Home.

All new employees must be certified free from tuberculosis within 14 days of employment.

PROCEDURE:

- New employees shall see the Infection Control Practitioner RN within 14 days of employment at the Leamington Mennonite Home for a 2 step TB Mantoux TB skin test. Records of results from 2 step TB test will be done yearly.
- All new employees must provide proof of a negative CXR within 14 days of employment at the Home.
- All staff are requested to stay off duty when they are ill. The elderly are much more susceptible to illness and should be protected as much as is reasonable from the discomforts of illness. All staff must bring in a doctor's certificate certifying illness when requested.
- Staff health records will be kept accessible to Director of Care and Administrator and will be maintained in the employee's personnel file. Staff T.B. records will be kept accessible to Infection Control Practitioner and will be kept separate from employee's personnel file.
- Staff are responsible to report any injury they suffer to their Department Leader. The Department Leader will inform the Administrator of any injuries. The Employee Incident Form must be completed immediately, or as soon as practicable. Compensation forms must be completed for all injuries. The employee must notify their Supervisor immediately if it has been necessary to see a Doctor as required by the WSIB regulations.