

Staff Health Record Policy



Royal City Cooperative Preschool

All staff, volunteers and students must fill out a "Pre-employment Immunization Form for childcare Staff" as required by Wellington-Dufferin-Guelph Public Health. This form is either available from the supervisor of RCCP or from the web page of WDG Public Health. Once completed, a copy of this form will be kept on the premises in the staff file.

Required Immunizations

- Tetanus, Diphtheria, Pertussis (Tdap) – one dose is needed by adults followed by Tetanus Diphtheria (Td) every ten years.
- Measles, Mumps and Rubella (MMR) – two doses of MMR vaccine for adults born in or after 1970; adults born before 1970 can be considered immune.

Recommended Immunizations and Immunity Testing

- Influenza – Annual influenza vaccination is recommended for staff providing regular care to children less than 60 months of age because they are at high risk of influenza-related complications. Annual influenza vaccination is recommended for all.
- Varicella (chickenpox) – Childcare staff with a history of physician diagnosed chickenpox are considered immune. Staff with an unknown history of chickenpox disease should receive two (2) doses of vaccine or have laboratory evidence of immunity or infection.
- Hepatitis B – Hepatitis B is a blood borne virus. Hepatitis B vaccine is recommended for staff in childcare centre's where a child or worker has acute hepatitis B or is a hepatitis B carrier. However, children with hepatitis B infection are usually asymptomatic and the hepatitis B status of children in childcare settings is generally unknown. For this reason, a three (3) dose series of hepatitis B vaccine is recommended for all childcare staff or laboratory evidence of immunity. Please note that childcare staff may have received a two (2) dose series of hepatitis B vaccination as part of a voluntary immunization program in school in Ontario. A three (3) dose series of combined hepatitis A and B vaccine is also available.
- Hepatitis A – Hepatitis A is a virus that is shed in the stool. It is spread person to person by the fecal-oral route. Hepatitis A is often asymptomatic in children. The diapering process poses a transmission risk to childcare staff. Food handlers with hepatitis A infection who do not wash their hands after having a bowel movement can spread the virus to others through food preparation. A two (2) dose series of hepatitis A vaccine is recommended for all childcare staff including food handlers. A three (3) dose series of combined hepatitis A and B vaccine is also available.

- Pneumococcal Conjugate – One (1) dose is recommended for staff 50 years and older. Immunity is considered to be lifelong at this time.

Additional Recommendations for Women of Childbearing Age

Women of childbearing age should have a blood test (titre test) done to check for immunity to the following infections:

- Varicella (chickenpox)
- Rubella (German measles)
- Parvovirus B19 (Fifth disease)
- Cytomegalovirus (CMV)

Exemptions from Immunization

Staff who are not immunized for religious or conscientious reasons or for medical reasons must submit one of the following forms to the Supervisor for their file.

- Statement of Conscience or Religious Belief form

Or

- Statement of Medical Exemption Form

Forms can be found at <http://www.forms.ssb.gov.on.ca/>

If there is an outbreak of a vaccine-preventable disease, an employee who is not adequately immunized, or has a statement of exemption on file, may be excluded from working at the childcare program until the outbreak is over. The decision to exclude a non-immunized employee shall be made by the Board of Directors in consultation with Public Health, based on the presenting circumstances at the time of the outbreak.

If an employee is excluded from work due to the outbreak of a vaccine-preventable disease, the employee shall be permitted to use any remaining paid sick days available to him/her as per the terms of his/her contract. When all of the employee's paid sick days have been used, or in the event the employee opts not to use his/her sick days for this purpose, any additional days the employee is required to be excluded from work shall be taken unpaid.