

TITLE

COMMUNICABLE DISEASE ASSESSMENTSCOPE

Provincial

DOCUMENT

1170

APPROVAL AUTHORITY

Corporate Services Human Resources Executive Committee

INITIAL EFFECTIVE DATE

April 01, 2017

SPONSOR

Workplace Health and Safety

REVISION EFFECTIVE DATE

Not applicable

PARENT DOCUMENT TITLE, TYPE AND NUMBER

Not Applicable

SCHEDULED REVIEW DATE

April 01, 2019

NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

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OBJECTIVES

- To communicate Alberta Health Services' (AHS) commitment in preventing and managing **occupational exposures** to vaccine preventable communicable diseases.
- To track new **AHS representatives'** immunization statuses to better prevent and manage exposures to vaccine preventable communicable diseases.
- To inform all new AHS representatives where the duties or obligations of their role or position will require attendance at a **patient care location (PCL)** that they must complete and submit a Communicable Disease Assessment (CDA) form to their local Workplace Health and Safety (WHS) office or other designated entity.
- To encourage all current AHS representatives where the duties or obligations of their role or position will require attendance at a patient care location (PCL) to provide a completed CDA form to their local WHS office if they have not already done so.

PRINCIPLES

- Alberta Health Services is committed to supporting the health and safety of AHS representatives and **patients** by protecting them from contracting vaccine preventable communicable diseases. The CDA form will assist AHS in fulfilling that commitment.
- The intent of this policy is to confirm immunization history: this policy does not mandate immunizations. Declination of immunization may result in reassignment or work restrictions in the event of a communicable disease exposure or outbreak.

APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, Students, Volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary).

Applicable collective agreements, *Medical Staff Bylaws and Rules*, *Non-Union Exempt Employees Terms and Conditions of Employment*, or written employment contracts take precedence in the case of a conflict with this policy.

This policy does not apply to influenza immunization status.

ELEMENTS

1. Legislative Adherence

- 1.1 AHS representatives will act in accordance with applicable legislation and Government of Alberta's *Alberta Immunization Policy – WEB*, related protocols, and governing professional bylaws and regulations.

2. Prevention

- 2.1 The CDA is an **administrative control** used to determine an AHS representative's fitness to work with respect to their immunization and immunological status to communicable diseases including, but not limited to:
 - a) Measles;
 - b) Mumps;
 - c) Rubella (German Measles);
 - d) Tetanus;
 - e) Diphtheria;
 - f) Hepatitis B;
 - g) Pertussis (Whooping Cough);
 - h) Tuberculosis; and
 - i) Varicella (Chicken Pox)
- 2.2 When an occupational exposure or potential exposure to a communicable disease occurs, the information in the CDA will enable AHS to fulfill its internal management obligations such as: planning, resource allocation, policy development, monitoring, evaluation, reporting and human resource management. It will also enable AHS to perform public health surveillance and health system management and other potential legal obligations that may be identified in given circumstances.

- 2.3 Alberta Health Services, in its sole discretion, may determine exemptions for AHS representatives to this policy, based upon circumstances such as the level of attendance and responsibilities required by an AHS representative at a PCL and any other relevant factors.
- 2.4 Alberta Health Services shall use the information gathered by the CDA to:
- a) create a confidential record containing immunization and immunological status as stipulated in the *Standard for Immunization of Health Care Workers*;
 - b) determine if a meeting with the AHS representative and WHS is required to assist with the completion of the CDA form;
 - c) determine if WHS will recommend immunizations to AHS representatives based on occupational exposure risk and/or immunity status. This policy does not mandate immunizations. However, declination of immunization may result in reassignment or work restrictions in the event of a communicable disease exposure or outbreak;
 - d) plan, manage and allocate resources to protect patients, families and AHS representatives in times of outbreak or significant communicable disease event. This may include, but is not limited to, work restrictions and reassignment of the AHS representative; and
 - e) ensure compliance with applicable legislation.

3. Responsibilities

- 3.1 For new AHS representatives (other than new medical staff, contractors, and students):
- a) Hiring **managers** are responsible for notifying the AHS representative through the offer letter that a completed CDA form shall be submitted to their local WHS office prior to their start date;
- 3.2 All new AHS representatives whose AHS responsibilities will require attendance at a PCL shall complete and submit a CDA form to their local WHS office or other designated entity prior to their start date.
- a) Any new AHS representative who refuses to comply with this policy may have their offer with AHS withdrawn or their employment or services terminated.
 - b) AHS may authorize commencement of duties in accordance with the WHS/HR CDA Escalation Process;
 - c) WHS is responsible for the initiation of the CDA Escalation Process which may allow completion of the CDA form within a defined time period from the AHS representative's scheduled start date; and

- d) Failure to follow the CDA Escalation Process as provided may result in the AHS representative's employment or services being terminated.
- 3.3 For new medical staff the CDA is an inherent component of the Medical Staff Appointment application process and failure to provide a CDA shall result in the denial of the application as outlined in the *Medical Staff Bylaws and Rules*.
- 3.4 For new AHS representatives who are contractors, the contractor shall be notified through the contract that a CDA for each worker who attends a PCL shall be completed at the time the contractor executes its contract with AHS. The contractor shall maintain the completed immunization records in accordance with its applicable policies, and shall provide the information to AHS immediately upon request by AHS.
- 3.5 For new AHS representatives who are students, the post-secondary institution shall obtain completed immunization records prior to the student commencing services with AHS and retain the completed immunization records, and shall provide the information to AHS immediately upon request.

DEFINITIONS

Administrative control means the use of policies, procedures, health assessments, immunization programs, training and scheduling to eliminate or mitigate a hazard.

AHS representative means an employee, members of the medical and midwifery staff, students, volunteers, and other persons acting on behalf of AHS.

Communicable disease means an infection that is capable of being transmitted from one person to another.

Manager means the individual(s) who has the delegated human resource authority for directly planning, monitoring, and supervising direct (employee) reports.

Occupational exposure means an exposure to an infectious biological agent in the performance of job duties in a manner that could lead to disease (for example, an exposure that occurs without the correct use of personal protective equipment, or in the absence of immunity, or by a breach in the skin or mucous membranes).

Patient means an adult or child who receives or has requested health care or services from Alberta Health Services and its health care providers or individuals authorized to act on behalf of Alberta Health Services. This term is inclusive of residents, clients and outpatients.

Patient Care Location (PCL) means (1) any building, property or site owned, leased, rented or operated by AHS (a) where there are patients who are receiving health care or (b) where the AHS representative deals with biological substances that may present a hazard of transmitting a communicable disease; and (2) a patient's home or other location where the AHS representative interacts with and/or provides health care to a patient in the course of duties for or on behalf of AHS, but (3) does not include any location designated by AHS, in its sole discretion, to be excluded from the definition of a Patient Care Location.

REFERENCES

- Alberta Health Services Forms:
 - *Communicable Disease Assessment form (#18226)*
- Alberta Health Services Resources:
 - *Standard for Immunization of Health Care Workers*
 - *Non-Union Exempt Employees Terms and Conditions of Employment*
 - *Medical Staff Bylaws and Rules*
- Non-Alberta Health Services Documents:
 - *Alberta Immunization Policy – WEB (Alberta Health)*

VERSION HISTORY

Date	Action Taken