

Swine Flu and Your Workplace

Tip Sheet for Managers/Supervisors

As a manager/supervisor who is responsible for ensuring that the workplace is safe, it is important for you to take a balanced approach to avoid creating panic, while ensuring that employees are well informed and receive the appropriate support.

The following tips will assist managers and supervisors to disseminate information and organize a coordinated, proactive and comprehensive response:

Support employees in making sure he/she has access to the necessary medical and emotional support services for treatment or advice.

Remind employees about basic hygiene practices such as hand washing as well as cough and sneeze etiquette. This also presents an opportunity to highlight the importance of overall workplace/workstation cleanliness.

Provide information and support.

- Offer fact sheets and other information about symptoms and the recommended actions for individuals and families.
- Communicate the availability of Shepell·fgi resources to employees requiring emotional support. Based on your organization's eligibility, these may include:
 - Telephone counselling or E-Counselling for employees or co workers experiencing anxiety or stress regarding swine flu
 - Health Information Services -- for medical/health-related information

Connect with local, national and international public health agencies, to remain abreast of developments in the situation. (Example: Health Canada website). Most of these organizations are providing information about swine flu on their websites and you can go online to get the latest from these official sources around this developing situation. Many of these websites can provide you with additional information about the infection and recommend precautionary measures.

Prepare in conjunction with the HR department or manager an appropriate response to the Confirmed and Positive diagnosis of a communicable disease. Comply with suggestions and directives provided by your local Public Health Office.

Consult with the Shepell·fgi Trauma Services Department. A discussion with a member of the Trauma team can assist you determine next steps and help in identifying what supports will benefit the workplace or department affected.