



Infectious Illness in a Staff Member

If a staff member is ill, it is their responsibility to find a replacement for their position. The preschool will have a list of supply teachers on file for staff replacement. The list will include both qualified and otherwise qualified staff. Otherwise qualified staff will always work with a REECE.

- The staff or if unable or unsuccessful, the supervisor will call the supply staff to see if s/he is available to work for them.
- The staff schedule will be revised by the supervisor to show the changes.
- The staff will inform the Vice-President and supervisors that they are sick and that the supply teacher will work a session for them.
- If a volunteer is absent due to illness, he/she will call the preschool or email the supervisor to inform them about their illness, and their symptoms.

Prior to employment, a staff member must have a health assessment and immunizations completed and signed. The educators must ensure that their immunizations are kept up to date according to Public Health regulations. If the educator or volunteer objects to being immunized, this objection must be in writing on grounds of religious beliefs, personal convictions or a Doctor gives a medical reason why the teacher should not be immunized and appropriate attestations must be signed by authorized individuals.

If the educator or volunteer contracts an infectious illness, they need to follow the same Public Health recommendations as for the children at the center.

Staff members who are ill should not be at work. 24 hours must pass after a fever subsides or after being put on antibiotics; or 48 hours if experiencing vomiting or diarrhea. If the staff member is unwell, but well enough for work, he/she should consider wearing a mask and ensure hand washing is done more frequently.

Staff members who are ill cannot work in the kitchen or have close contact with children.

Absences of staff members will be recorded in the daily journal, and on the staff member's timesheet.

Sick days are outlined in the annual contract.

See [Health policy](#).

Revised: November 2023 by Tracey Marques

Approved By: Sravani Tammishetti (Admin Assistant) on January 5, 2024

Seconded By: Matt McCarney (President) on January 8, 2024