

## 8 Do's and Don'ts



The flu season is shaping up to be a bad one. It [started peaking early](#). And, according to data collected by Google, flu cases in Canada this year are expected to outstrip last year's rates by as much as 250%. Here are 8 do's and don'ts to help you deal with flu issues.

### **1. Don't Ignore Flu Risks**

You have a legal duty under OHS, negligence, and other laws to protect workers and even visitors from getting the flu at your workplace.

### **2. Create an Exposure Control Plan**

One of the best ways to keep workers from getting the flu is through an exposure control plan. (Use this [Checklist](#) to organize your pandemic planning.)

### **3. Don't Discipline Employees for Refusing to Get a Flu Shot**

Unless you work for a hospital, nursing home or other healthcare facility, refusing a flu shot is generally may not be valid grounds to discipline employees.

### **4. Know the Rules about Asking Employees Who Call in Sick If They Have the Flu**

Normally, you can't ask employees who call in sick if they have the flu. But if there's an influenza pandemic and the government declares a public emergency, you may be allowed—and even required—to do so.

### **5. Don't Discipline Employees Who Refuse Work Out of Flu Fears Before Investigating**

Whether employees who fear flu may refuse work depends on several factors that you need to consider on a case-by-case basis. So tell your supervisors not to make snap judgments and that each refusal must be investigated before discipline is meted out.

### **6. Create a Pandemic Flu Policy**

Make sure that your company's business continuity plans includes steps to take in the event of an influenza pandemic. See the [Pandemic Flu Policy](#) in T00LS.

### **7. Don't Violate Employee's Privacy Rights**

Although you'll need to collect and disclose personal health information as part of your flu response program, make sure your health measures recognize and respect

employees' privacy rights.

## **8. Understand Workers' Comp Coverage of Flu**

Recognize that employees may have a hard time [getting workers' comp coverage](#) they come down with the flu at work and know the coverage rules in your province to manage the claim properly.

### **Final Pointers**

If you haven't already taken steps to address flu season in your workplace, there are still things you can do now, such as:

- Encourage sick employees to stay home so they don't infect their coworkers.
- Remind employees who are symptomatic of proper cough etiquette.
- Urge all employees to get a flu shot—and to make it easy, hold a flu clinic in the workplace.
- Hang this [infographic](#) in your workplace to educate employees on the flu.