



Fit-for-Work Policy

1. Purpose

The health, safety, and well-being of our staff and clients are central to 911 Nurses GTA's mission. This policy ensures that all staff are physically, mentally, and emotionally fit to perform their duties before starting work and while on shift.

By setting clear expectations for self-evaluation and fitness-for-work standards, we proactively reduce workplace incidents, prevent infection transmission, and maintain the highest standards of patient care. This also ensures compliance with **Accreditation Canada standards, Occupational Health & Safety legislation, and provincial healthcare requirements**, supporting a culture of accountability and safety.

2. Scope

This policy applies to all employees, contractors, and casual staff working under 911 Nurses GTA across all environments, including:

- Hospitals and acute care settings
 - Long-term care facilities
 - Home care and community environments
 - Internal office and administrative roles
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3. Policy Statement

911 Nurses GTA is committed to a **safe and healthy work environment** for staff, clients, and families.

- **If staff are unwell or symptomatic, they must not report to work.**
 - Staff must remove themselves from duty if they develop symptoms or become impaired during their shift and notify the Operations Team immediately.
 - Fitness-for-work includes physical readiness, mental clarity, and emotional stability. Reporting a concern is a professional responsibility, not a punitive action.
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4. Fit-for-Work Criteria



Staff are considered **fit to work** when they meet the following criteria:

- Free from symptoms of communicable illness (e.g., fever, cough, vomiting, diarrhea, rash)
 - Not under the influence of alcohol, recreational substances, or impairing medication
 - No recent unprotected exposure to infectious disease without clearance
 - Mentally alert, emotionally stable, and able to perform duties safely
 - Cleared by a regulated health professional if returning after illness, injury, or leave (when required)
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5. Self-Evaluation Requirements

A self-evaluation must be completed in the following situations:

1. **If Unwell or Symptomatic**
 - Staff must not go to work if they have any symptoms of communicable illness.
 - They must complete the self-evaluation, notify the Operations Team, and wait for clearance before returning to the schedule.
 2. **After Returning from Illness, Injury, or Leave**
 - Used alongside Return-to-Work documentation from a regulated health professional.
 - Confirms staff have no lingering symptoms and are physically and mentally ready to resume duties.
 3. **After High-Risk Exposure**
 - For example: unprotected exposure to infectious disease, needlestick injury, or workplace violence incident.
 - Staff must complete the checklist and notify the Operations Team before their next shift to determine if clearance is required.
 4. **During Periods of Heightened Risk**
 - Examples: flu season, outbreaks, public health emergencies.
 - Daily self-evaluation may be required even on non-working days for those scheduled within 48 hours to allow time for replacement staffing.
 5. **When Requested by Operations Leadership**
 - If there is a concern about a staff member's fitness-for-duty, they may be asked to complete a self-evaluation on the spot, in addition to any documentation or follow-up required.
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6. Operations Team Responsibilities



Because 911 Nurses GTA does not have onsite supervisors or clinical leads, the **Operations Team** (Schedulers and Operations Manager) is responsible for:

- Receiving staff fitness reports and removing staff from shifts when necessary
 - Coordinating coverage or rescheduling to maintain safe staffing levels
 - Documenting all fitness-for-work concerns and actions
 - Advising staff if clearance documentation is required before returning to work (manager)
 - Escalating complex cases to the Co-President/Managing Director when necessary
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7. Return-to-Work Process

When staff have been off work due to illness, injury, or leave, they may be required to:

- Provide written clearance from a regulated health professional
 - Confirm they are symptom-free via self-evaluation
 - Complete re-orientation or competency checks if absent for more than 30 days or after significant policy updates
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8. Confidentiality

All health information is handled in accordance with **PIPEDA** and provincial privacy laws. Records are stored securely and accessible only to authorized personnel (HR, Operations Manager, Co-President).

Document Control

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Revision History

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| Sept 05 2025 | 2 | Atika Qasim | Aligned document with internal policies and procedure Inserted updated logo and added document control box + edited document for ease when reading |
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Appendix A

911 Nurses GTA – Symptom/Exposure Self-Evaluation Form

When to Use This Form

Complete this form **only if you:**

- Have symptoms of illness (fever, cough, diarrhea, vomiting, rash, unexplained fatigue)
- Are returning to work after illness, injury, or leave
- Have had an unprotected exposure (e.g., communicable disease, needle stick, workplace violence)
- Are asked to complete it during outbreaks, flu season, or public health alerts

Self-Assessment Questions

(If you answer “YES” to any question, do not report to work. Submit this form immediately to the Staffing Coordinator.)

| Question | Yes | No |
|---|--------------------------|--------------------------|
| 1. Do you currently have symptoms of illness (fever, cough, vomiting, diarrhea, rash, or unexplained fatigue)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you returning from illness, injury, or leave and still have lingering symptoms or limitations? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you had an unprotected exposure to a communicable disease, needle stick, or workplace hazard since your last shift? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are you physically or emotionally unable to safely perform your duties today? | <input type="checkbox"/> | <input type="checkbox"/> |

Next Steps if You Answered “YES”

1. Submit this completed form to the **agency Coordinator**.



2. The Staffing Coordinator will notify the **Operations Manager**/Client and remove you from the schedule.
3. Wait for **clearance from medical professional** before returning to work or accepting shifts.
4. If documentation (e.g., doctor's note) is required, submit it to the manager as instructed.