

# *Christ the Teacher Catholic Schools*

## ADMINISTRATIVE PROCEDURES

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	400 – PERSONNEL & EMPLOYEE	<b>CODE:</b>	AP 407
<b>SECTION:</b>	RELATIONS		
<b>PROCEDURE:</b>	<b>INFLUENZA VACCINATION PROGRAM</b>		

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### BACKGROUND

Each year, the Division offers employees the opportunity to receive a flu vaccination.

The vaccine is offered as a service to Christ the Teacher Catholic School employees only and participation is voluntary. Any questions regarding the type of vaccination or the after effects are to be discussed with your family physician.

### Definition

Influenza is a contagious viral disease, which can thrive in the workplace as the virus is easily transmitted from person to person via coughs, sneezes and surface contact.

### PROCEDURES

1. Principals are to make arrangements with the public health nurse to vaccinate interested staff.
2. Vaccinations will normally occur in November.
3. Each school is to make payment to the local Health District and submit an invoice to the Division for reimbursement.

Reference: Sections 85, 87, 108, 109 Education Act

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