

MUNICIPALITY OF THE DISTRICT OF ARGYLE POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER _____
SECTION ADMINISTRATION	SUBJECT Allergy Accommodation Policy

1. POLICY INTENT

The intent of Municipality of Argyle's Allergy Accommodation Policy to help support employees with allergies who are at risk of anaphylaxis or other severe allergic reactions in the workplace. It is also our intention to educate our staff members on the symptoms of severe allergic reactions, preventative measures and what to do if a co-worker is experiencing difficulty.

Municipality of Argyle asks that employees utilize precautionary measures or avoid the use of allergy inducing foods altogether while at work as they may cause adverse physical effects that threaten the ongoing health and safety of our staff, clients, visitors, and the public at large. We ask for everyone's cooperation in our efforts to accommodate employee health concerns, and minimize unnecessary workplace health and safety hazards.

2. DEFINITIONS

Anaphylaxis: a severe, life-threatening, whole-body allergic reaction to a chemical that has become an allergen. Tissues in different parts of the body release histamine and other substances. This causes the airways to tighten and leads to other symptoms. The only proven treatment for a food allergy is to avoid the food.

3. POTENTIAL HEALTH HAZARDS

The most common food allergies in adults are: peanuts, tree nuts, shellfish and fish. However, eggs, milk, sesame, soy, wheat and other food products can also be allergy producing hazardous to those with allergies.

Symptoms to food allergies develop rapidly, often within seconds or minutes. They may include the following:

- Abdominal pain or cramping
- Abnormal (high-pitched) breathing sounds
- Anxiety
- Confusion
- Cough
- Diarrhea
- Difficulty breathing
- Difficulty swallowing
- Fainting, light-headedness, dizziness
- Hives, itchiness
- Nasal congestion
- Nausea, vomiting

MUNICIPALITY OF THE DISTRICT OF ARGYLE POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER _____
SECTION ADMINISTRATION	SUBJECT Allergy Accommodation Policy

- Palpitations
- Skin redness
- Slurred speech
- Wheezing

Allergic patients report that exposure to certain foods, even in the smallest amounts, can trigger an attack. Patients don't need to ingest the food or touch it directly to be affected. Trace elements of the food on another person's hand can trigger an adverse reaction.

4. GUIDELINES

- 4.1 It is preferred that employees avoid the use of the allergy inducing foods listed above while in the workplace (peanuts, shellfish, tree-nuts) and be aware that other common foods (eggs, milk, fish, soy, wheat) may be hazardous to fellow colleagues.
- 4.2 Employees are asked to be considerate of their colleagues with severe allergies by washing their hands after eating and by cleaning up after themselves immediately in common kitchen areas.
- 4.3 During company events or celebrations, allergy inducing foods must be avoided (i.e., nut bowls) and food menus must be selected to include or accommodate all employees.
- 4.4 Employees with severe allergies are encouraged to share information about their allergy with management so that an accommodation plan may be implemented.
- 4.5 An employee with a food allergy should carry an EpiPen with him/her. The employee should inform his/her supervisor of the location of the pen in case of emergency. He or she is also encouraged to wear a medic-alert bracelet.
- 4.6 If a staff member has a severe allergy and an EpiPen, another staff member or members must be trained in how to administer an EpiPen or assist in case of an emergency.
- 4.7 Where a manager knows of a severe allergy, signs should be posted in common areas and information should be provided via memorandum to notify other employees of the allergy and the preventative measures that are in force.
- 4.8 If you see a person exhibiting any of the following signs and symptoms of anaphylaxis, this is a medical emergency. Call 911 immediately and notify management or a health and safety representative.

MUNICIPALITY OF THE DISTRICT OF ARGYLE POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER _____
SECTION ADMINISTRATION	SUBJECT Allergy Accommodation Policy

Acknowledgement and Agreement

I, (Employee Name), acknowledge that I have read and understand the Allergy Accommodation Policy of Municipality of Argyle. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

Chief Administrative Officer's Annotation for Official Policy Book

Date of Notice to Council Members

Of Intent to Consider [7 days minimum]: **September 21, 2021**

Date of Passage of Current Policy: _____

I certify that this Policy was adopted by Council as indicated above.

Warden

Date

Chief Administrative Officer

Date

MUNICIPALITY OF THE DISTRICT OF ARGYLE POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER _____
SECTION ADMINISTRATION	SUBJECT Allergy Accommodation Policy

DRAFT