

## Overview of steps that must be taken Checklist for Teachers

- Make an appointment with your doctor as soon as possible. If you must, wait in a walk-in clinic to see a doctor because you must provide your school board with a medical note indicating your situation.
- Inform your school principal and then contact the school board and the Riverside Teachers' Union (450 465-2523).
- Get your doctor's recommendation. If applicable, have your doctor fill out the *Certificat visant le retrait préventif et l'affectation de la travailleuse enceinte ou qui allaite*. The doctor will forward it to the appropriate CLSC.
- Provide your school board with the required paperwork, if need be. This includes the *Certificat visant le retrait préventif et l'affectation de la travailleuse enceinte ou qui allaite*, and the recommendation from the CLSC as soon as you receive it.
- Wait for a response from the CSST, if need be.
- Wait for possible Reassignment, if need be.
- If you are not reassigned, you may be eligible for a Preventative Leave. Wait for a decision rendered by the CSST.
- If you are on a Preventative Leave, four weeks before your established due date, you begin your Maternity Leave. Prior to this, you are to contact your school board and local union to get information and to make the appropriate arrangements pertaining to your Maternity Leave.
- Contact QPIP at [www.rqap.gouv.qc.ca](http://www.rqap.gouv.qc.ca) or 1 (888) 610-7727 **the day you start** your Maternity Leave.

## Items to Discuss With Your Doctor Checklist for Teachers

- Get the appropriate blood tests done to ensure that you are immune to all potentially dangerous diseases.
- The *Certificat visant le retrait préventif et l'affectation de la travailleuse enceinte ou qui allaite* may take up to a week to be returned from the CLSC. Meanwhile, it is important to provide your school board with a medical note from your doctor indicating that you are pregnant, the potential risks, and the fact that you are waiting for this response from the CLSC.
- Explain in great detail to your doctor the exact nature of your work situation. You must include details such as:
  - the age of the students that you teach
  - the subject matter that you teach
  - the amount of time you are on your feet
  - how many breaks you get throughout the day
  - how many students you have in your class
  - any students that may cause a physical stress to your body
  - report any recent cases of illness in your school
  - supervision
  - Any heavy lifting involved
  - Exposure to gases, fumes, vibrations
  - Any movements like the flexion and extension of the core or continuous up and down movements