

Effective July 12, 2021

Communicable Disease Prevention Plan

Purpose

This safety plan serves to:

- Document the organization's and its program's plan for safety regarding communicable diseases
- Review the organization's obligations to staff; and
- Provide guidance to supervisors and staff on safety issues related to communicable diseases.

Scope

This safety plan applies to all employees, board members, volunteers, visitors, and clients/participants.

WSBC

While WSBC will not be reviewing all safety plans in the province, they may conduct worksite inspections and inquire on the steps taken to protect workers. The organization and program plans display our due diligence to health and safety as well as compliance with WSBC regulations.

Right to Refuse Unsafe Work

Our employees have the right to refuse unsafe work when they believe a job is unsafe. Employees are to report the unsafe procedure or condition to their supervisor or designate immediately. The supervisor will investigate with the employee to resolve the concern. If the concern is not resolved, the health & safety committee will be notified and will conduct an investigation. If the concern continues to be unresolved, WSBC will be contacted – a prevention officer will conduct an investigation and take steps to find a workable solution.

For further information, please visit WSBC to review the process.

- Taken from <https://www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities/refusing-unsafe-work>

Introduction

The Society's Communicable Disease Prevention Plan revolves around 5 permanent safety measures. The Society may implement additional safety measures during times of elevated risk, such as flu season, or as directed by a governing health authority.

Measure 1. Staying Home When Sick

It is the employee's duty to notify their supervisor immediately if they are feeling sick before or during a shift. Employees must stay home if they are showing any sign of illness. The Society will send an employee home if they are showing signs of illness. Employees will be able to use sick leave during this time. For more

information regarding sick leave please refer to the policy HR D8 Leaves. This can be found digitally in the folder Public>Policies>Human Resources.

Measure 2. Good Hand Hygiene

The Society will provide the proper supplies to allow employees to practice good hand hygiene. This means there will be hand sanitizer stations at each entrance/exit and soap at bathroom sinks. The Society will also provide signage reminding employees of good hand hygiene at hand sanitizer stations and sinks.

All employees must practice good hand hygiene. Good hand hygiene includes:

- Sanitizing hands upon entry and exit from the facility with the provided hand sanitizer.
- Washing hands frequently through the day with soap and water for 20 seconds, hand sanitizer may be used where soap and water are not available.
- Sneezing or coughing into the crook of the elbow or tissue versus hands.
- Avoid touching your face, wash or sanitize hands after touching face.

Measure 3. Maintaining a Clean Environment

The Society will provide a clean work facility through the use of janitorial staff. Additionally, high contact areas will be cleaned 3 times a day by an employee designated at each facility. When shared spaces such as conference rooms are used, they will be sanitized after use. Records of cleaning schedule and sanitization of meeting rooms will be kept. Where staff are using their vehicle for work purposes, the employee is responsible to ensure that high contact areas are cleaned and sanitized regularly. The Society will provide all cleaning and sanitization products.

The procedure for maintaining a clean environment during programs is as follows:

- Any program quilts/change pad covers will be bagged immediately after use and laundered after each program session.
- Any non-disposable glasses, cups, utensils, and plates used for food service will be washed and sanitized in a dishwasher.
- There will be several designated plastic containers placed in the program space. Toys will be placed in there once children are finished playing with them to reduce the likelihood of shared equipment.
- All toys will be sanitized after each session. If a toy cannot be sanitized it will be put in isolation for 72 hours.
- Any clothing for donation will be laundered prior to being placed in clothing bins/racks in program spaces. If clothing cannot be laundered it will be put in isolation for 72 hours.
- Good hand hygiene will be practiced after handling used items and clothing donations.

The procedure for maintaining a clean environment while loaning out items is as follows:

- Employees will check to see if the item is available and has been previously sanitized.
- The vehicle will be sanitized before placing the item in it.
- Employees will practice good hand hygiene before handling items.
- Employees will sanitize the item before returning it to storage. All sanitizations will be documented.
- If an item cannot be sanitized it will be put into a 72-hour isolation

- Items will not be touched unless they are going out for loan. If an item is moved it must be re-sanitized.

The procedure for maintaining a clean environment while lending out books is as follows:

- All returned books will be sanitized when possible.
- If it is not possible to sanitize a book it will be put into a 72-hour isolation.
- Employees will practice good hand hygiene after handling returned books.

Measure 4. Ventilation

The Society employs a Facilities Manager to ensure the maintenance of the buildings. Employees are required to open doors and windows, when possible, to ensure good air flow.

Measure 5. Vaccination

The Society is committed to facilitating an environment where employees are able to receive vaccinations if desired. Employees are required to inform their supervisors immediately if a vaccination conflicts with their work schedule. Employees may receive a maximum of 3 hours pay to receive a Covid-19 vaccination. Employees may use sick leave to receive other vaccinations. Employees may take sick leave if they struggle with temporary health issues due to a vaccine.

Hierarchy of Controls & Elevated Risk

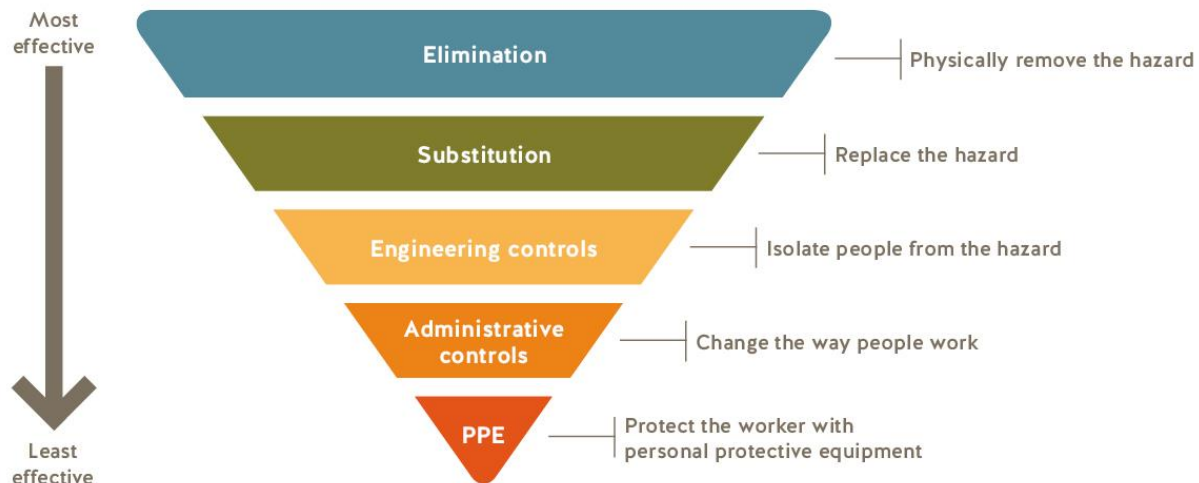
The Society recognizes there are times when the risk for the spread of communicable disease is higher. If The Society, a medical health officer, or provincial health determine there is an elevated risk than additional safety measures will be taken. Employees will be notified if additional safety measures are implemented. Employees have the right to refuse unsafe work and engage in the creation of new safety measure through the health and safety committee.

Additional measures will be created using the hierarchy of controls as a guiding tool. WSBC has identified the effectiveness of the levels of control. We will look at the most effective controls first to reduce or eliminate risks.

- Taken from <https://www.worksafefbc.com/en/health-safety/create-manage/managing-risk/controlling-risks>

SCCSS Core Expectations

Hierarchy of controls



We have employee in over 30 programs who work in the community and out of several facilities. While some procedures and additional precautions may vary from program to program, we have core standards that all employees will follow to maintain and protect health and safety for all staff, visitors, and clients/participants. These are:

- Practice good hand hygiene including:
 - o Wash hands for 20 seconds with soap and warm water, or using an alcohol based hand rub (i.e. hand sanitizer)
 - o Avoid touching face
 - o Wash hands after using washroom, coughing, blowing nose, sneezing, touching high contact points, after receiving cash / cheque donations, after receiving, before and after eating, and regularly during the day as needed
 - o Washing hands before donning and after doffing PPE
- Ensure the work area is free of hazards.
- Clean and sanitize any business tools after using them.
- Do not share items like pens with other staff or clients/participants.
- Keep office windows/doors open as much as is practical to promote air flow.
- Stay home if sick for any reason.
- Follow all health & safety practices, protocols, and procedures.
- Ask questions to ensure clarity on health & safety issues before proceeding with a task.
- Bring health & safety concerns to their supervisor immediately.