

Communicable Disease Prevention Policy

Department:	<u>CAO</u>	Policy No.:	<u>PER-015</u>
Sub-department:	<u></u>	Created By:	<u>Emily White</u>
Approved By:	<u>CAO</u>	Amended By:	<u></u>
Approved Date:	<u>9 July 2021</u>	Amendment:	<u>0</u>
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Approved Date:	<u>TBC</u>		<u></u>

POLICY PURPOSE

In March 2020, the B.C. government declared a provincial state of emergency in response to the coronavirus disease 2019 (COVID-19) worldwide pandemic. WorkSafeBC required employers to develop a COVID-19 Safety Plan that outlined the protocols and policies in place to reduce the risk of COVID-19 transmission in the workplace. Employers were required by order of the provincial health officer to post a copy of these COVID-19 Safety Plans.

As the overall risk of COVID-19 transmission has reduced, the provincial health officer has advised that as of July 1, 2021, employers may begin to transition away from posting a copy of a COVID-19 Safety Plan and instead work towards a more general approach to communicable disease prevention.

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted from person to person. Examples of communicable diseases include COVID-19, norovirus, and seasonal influenza.

POLICY

The Village of Pemberton will strive to prevent or eliminate exposure to communicable diseases by implementing a number of controls, safe work procedures and on the job education and training where applicable or in line with guidance and direction from any of the following; the World Health Organization, BC Centre for Disease Control, WorkSafeBC, the Province of BC, and the local Health Authority's Medical Health Officer.

If Staff identify areas of concern or hazards in relation to this policy, they should report it to a Safety Committee representative, their Manager or the HR Coordinator.

The Village may update this policy based on Staff feedback, operational requirements, and any changes in direction from the previously listed governing bodies.

Scope:

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This policy applies to all Village of Pemberton Staff, Casual or Temporary workers, Contractors, Consultants, Volunteers and members of the public working in or utilizing any of our facilities.

Responsibilities:

Village of Pemberton:

- Understand the risks of communicable diseases
- Implement measures, practices and policies to reduce the risk
- Communicate measures, practices and policies to reduce the risk
- Monitor our facilities and update plans as necessary

Village of Pemberton Staff:

- Abide by implemented practices and policies to reduce risk of communicable diseases in the workplace

Joint Occupational Health and Safety Committee:

- Reviews and updates practices and policies regarding safe work procedures

Resource and Recovery Team:

- Responsible for decision making and communications related to active pandemics, public health emergencies, public health orders and states of emergency

Risk of Communicable Diseases:

Transmission of Communicable Diseases can occur by:

- Breathing in droplets of air that are generated when people cough or sneeze
- Close contact with other people (shaking hands or hugging)
- Touching contaminated surfaces and then touching the face, mouth or food
- Touching contaminated surfaces and then touching another surface may cause the virus to transfer from one surface to another

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While most Communicable Diseases are transmitted by people who are displaying symptoms, some can be transmitted by people who are asymptomatic.

Position Risk Assessment:

Within the Village of Pemberton, those Staff at most risk of contracting and spreading Communicable Diseases in the workplace are those who work closely with large numbers of people and aren't always able to socially distance themselves from others. For the purpose of the Communicable Disease Prevention Plan we have categorized our Staff and their level of risk in the following table:

POSITION	LEVEL OF RISK
Office Staff with ability to work from home	Low
Customer facing Staff Positions, inclusive of Recreation Staff, Bylaw and Front Counter Staff at Municipal Hall	Low to Moderate
Field Staff (includes Parks, Public Works, Building Inspector)	Low to Moderate
First Aid Attendants	Moderate
Firefighter/First Responders	High

Implementation of Measures:

Throughout the COVID-19 pandemic a number of measures were introduced throughout B.C. to reduce transmission rates. The Village will continue to exercise these measures to varying degrees, on an as needed basis or in line with public health orders to reduce the risk of Communicable Diseases within the workplace.

These measures include the following:

Cleaning and Hygiene:

Increased cleaning and sanitization of work areas. This includes hard surfaces, vehicles, tools, meeting rooms and hard porous surface areas being cleaned and sanitized before and after use and on a regular

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basis. Approved disinfectants should be used and provided by the Village as recommended by Health Canada. Please review our safe work procedures for specifics.

Cough and Sneeze Etiquette:

Enforcement of cough and sneeze etiquette which is a combination of measures that minimizes the transmission of diseases via droplets or airborne routes and includes the following components:

- Covering the mouth and nose with a sleeve or tissue when coughing or sneezing
- Using tissues to contain secretions, and disposal of them promptly in a waste container
- Turning your head away from others when coughing or sneezing
- Washing hands thoroughly afterwards

Daily Health Checks:

The Village may require completion of a successful health screening (electronic or in person) prior to entering a workplace. Health screenings typically include a number of health-related questions to establish whether an individual is at risk of spreading a communicable disease while at work.

Gatherings and Events:

Limitations may be applied to prevent groups coming together either indoors or outdoors. Limitations could be applied but not limited to, meetings, training, orientations, lunch, fitness classes and social events.

Non-medical Masks and Face Shields:

Staff may be required to wear masks or face shields while at work. When wearing masks, they should not be worn below the nose or chin and should be cleaned on a regular basis. Face shields can be used in combination with masks to provide added protection but they cannot be used to replace masks. There may be several exceptions to mask use, these can be found through WorkSafe BC.

Occupancy limits:

If implemented, occupancy limits support physical distancing by applying a limit to the number of individuals present in any one location. Calculations can be made based upon the amount of

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unencumbered floor area per person. Once the occupancy limit for a location is reached, one person must vacate that location to allow for somebody new to enter.

Physical Distancing:

The Village may require physical distancing while at work. This could be achieved through a number of measures; while physically distancing, Staff would be required to maintain a distance of at least 2 metres/6 feet from others in the workplace. While enforced, efforts should be made to avoid congregation in communal or confined spaces such as, but not limited to, entrances, work areas, washroom facilities, kitchens, lobbies or parking lots.

Floor markers or directional arrow could also be placed as a guide in areas where possible congregation could occur.

Physical Barriers:

Clear barriers, typically in the form of plexiglass could allow for locations with high volumes of customers and members of the public to continue to engage with one another while heavily reducing the risk of transmitting communicable diseases. Measures such as “tap” functions on Point of Sale (POS) machines, online payment options, and use of a mail drop-box to limit the number of customer entering workspaces could also be highly encouraged and promoted.

Personal Protective Equipment (PPE):

Staff may be instructed to wear PPE based on the risk of their position and if required by safe work procedures or WorkSafe BC. In this instance Staff would be provided with appropriate PPE where applicable and instructed in its use.

Promoting Hand Hygiene:

Proper hand washing helps to prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose, and mouth – or to other surfaces that are touched.

Effective hand hygiene involves washing hands well and often with soap and water and scrubbing for at least 20 seconds. Where soap and water is not available, Staff would be encouraged to use an alcohol-

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based hand rub or sanitizer to clean their hands. Hand sanitizer dispensers would be provided by the Village of Pemberton.

Self-Isolating:

When implemented, self-isolation means isolating at home for a set period of time as advised by a medical professional or public health authority. This could come as a result of a positive test result for a communicable disease or potential exposure to a communicable disease. If advised to self-isolate Staff are required to inform their Manager, complete a case management form and either work from home, not go to work or remove themselves from the workplace. Further guidance can be found in the Isolation section of the Village Sickness Absence Management Policy.

Self-Monitoring:

The Village may require Staff to self-monitor for symptoms linked with a communicable disease. If a member of Staff does experiences symptoms while self-monitoring is encouraged they are required to inform their Manager, complete a case management form and either work from home, not go to work or remove themselves from the workplace.

Common symptoms could include but are not limited to fever, headache, muscle pain, runny nose, sore throat, extreme tiredness, and coughs.

Ventilation:

Additional measures may be implemented to ensure ventilation system's within Village of Pemberton facilities are in good operating condition as designed, and that preventative maintenance is conducted to ensure a healthy indoor air quality.

Communication of Measures:

The Communicable Disease Prevention Policy will be available on Staff Pages and saved as an appendix item to the Employee Handbook.

An overview of the Communicable Disease Prevention Policy will be included in all New Staff Orientation sessions.

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The Village will review and enforce measures as stated within the Communicable Disease Prevention Policy on an as needed basis or in line with public health orders to reduce the risk of Communicable Diseases within the workplace.

Staff will be notified of current measures or changes to current measures through Staff Communications and a copy of current measures will always be available on Staff Pages.

Please be advised that failure to comply with current Communicable Disease Prevention measures and subsequent policies could result in disciplinary action.