

Workplace Policy – Communicable Disease Prevention

Effective April 8, 2022, British Columbia lifted the final mandates with respect to Workplace Safety allowing workplaces to transition from COVID-19 Safety Plans back to a Communicable Disease Prevention Workplace Policy.

In recognition of the potential for continued ongoing “waves” and new variants of concern and the increased risk of transmission by people spending time together indoors, the ICG 669 Office will continue to maintain a face covering requirement for staff. This will apply to indoor common areas (hallways, stairwells, bathrooms, kitchens, and meeting rooms), we will also request that all visitors continue to wear their face coverings while in the office.

In accordance with the updated guidance from the Provincial Health Office the ICG 669 Office will continue to maintain the following measures to prevent transmission of communicable diseases in the workplace including COVID-19, norovirus, and seasonal influenza.

The ICG 669 Office is also prepared to implement additional prevention measures as required by a medical health officer or the provincial health officer to deal with communicable diseases, should those be necessary.

- Ongoing measures to be maintained at all times:
 - Staff who have symptoms of a communicable disease (for example, fever and/or chills, recent onset of coughing, diarrhea) are instructed to stay home and contact 811 for health guidance. Negotiated compensation packages allow for paid leave and if/when circumstances allow; work from home options can be considered.
 - Hand hygiene shall be promoted within the workplace with signage posted in common areas and hand sanitizing stations placed throughout the office including a foot activated stand at the reception
 - Regular cleaning of common areas by a 3rd party will continue as scheduled and staff will use disinfecting wipes or appropriate products provided to sanitize high touch areas after use
 - A regular maintenance schedule will be conducted to ensure building ventilation is properly maintained and functioning as designed
 - Employees are encouraged and supported in their decisions to receive vaccinations for preventable conditions and are permitted time to attend vaccination appointments.

Communicable disease prevention involves understanding the level of risk in your workplace, application of the fundamentals and implementing appropriate measures, communicating policies and protocols to all workers, and updating measures and safeguards as required.

Managing communicable disease at your workplace is part of an effective Occupational Health and Safety Program.

**As per WorkSafe BC OHS Guideline G3.2 Less Formal occupational health and safety (OHS) programs, a less formal OHS program is suitable for the size workforce presently employed, with future hiring needs considered, at the ICG 669 Office.*

A less formal program does not require a written safety program but must ensure regular monthly meetings with workers for the discussion of health and safety matters. These meetings must be directed to matters that are concerning the correction of unsafe conditions and practices and the maintenance of cooperative interest in the health and safety of the

workforce. Records of the meetings does not mean that formal minutes must be taken. It is sufficient to record when the meeting occurred, who attended, and the matters discussed. The record should mention any specific concerns raised by persons attending and must be available for inspection by WorkSafe BC prevention officers. Retention guidelines suggest that records be kept for a minimum of 2 years.