

Communicable Disease Prevention Program

Version 1 (July 1, 2021)

Background

Industra, along with industry partners places priority on the health and wellbeing of all personnel on their worksites. In response to changing conditions and regulations relating to the COVID-19 Pandemic, we have proactively created a Communicable Disease Prevention Program (CDPP).

What is a Communicable Disease?

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

Understanding the Risks

Industra is committed to preventing communicable diseases and reducing the risk of exposure on all work locations. Work locations will be monitored to ensure adequate control of risk. Public health guidance will guide Industra decisions and controls for prevention may change seasonally, or as directed by the health authorities.

CDPP Measures

Industra will, as a minimum, maintain the following measures:

- **Policies and Procedures.** Policies and procedures will be created and distributed to all staff relating to supporting staff who have symptoms of a communicable disease. (E.g., fever or chills, coughing, diarrhea) so they can avoid being at the workplace when ill.
- **Hand Hygiene Facilities.** Industra will provide hand hygiene facilities with appropriate supplies in accordance with Section 4.85 of the OH&S Regulations.
- **Signage.** Signage will be posted in restrooms and high travel areas to remind staff to wash hands regularly, and cover coughs and sneezes.
- **Clean Work Environment.** Continue to maintain a clean work environment through routine cleaning practices applicable to the type of work location.
- **Adequate Building Ventilation.** When within Industra's control, building ventilation will be adequate and maintained to ensure optimal airflow within office spaces and functioning as designed.
- **Vaccination Support.** Support employees in receiving vaccinations for COVID-19 and other vaccine-preventable illnesses.

The following additional measures will be implemented as advised by the provincial health authority.

- Follow all direction from medical health officers and regional health authorities
- Follow all orders, guidance, recommendations, and notices issued by the provincial health officer that are related to our industry, region, or workplace.
- Depending on the guidance from the PHO, the need for reassessment to identify high risk areas of exposure to workers and implement stronger controls in the identified areas. COVID-

19 protocols will be maintained in the Industra OHS&E Program and may be re-activated during times of increased risk.

Communication

Industra will ensure that everyone entering the workplace, including workers from other employers receive information about the current measures, policies and procedures that are in place for managing communicable diseases.

Industra will:

- Ensure supervisors are knowledgeable about current measures, policies and procedures and incorporate these into their daily activities.
- Ensure all workers understand the measures, policies and procedures in place at their workplace.
- Provide all workers with information on policies for staying home when sick and working from home if applicable.
- Post signage at the workplace to support the policies and procedures currently in place.
- Provide information, signage, and materials to workers in languages they understand.
- Be mindful that certain aspects of communicable disease prevention may raise privacy and confidentiality issues. All privacy concerns will be directed to the Director of OHS&E or the Director of Operations and will be managed on a case-by-case basis.
- Inform all personnel through site-specific orientations of requirements to wash hands regularly, use proper techniques for coughs / sneezes, report illness, symptoms and stay home if unwell.

Monitoring

Industra will continuously evaluate and update plans to reflect changing risk levels and work practices in the following ways:

- Conduct workplace inspections and ongoing supervision in the workplace to ensure that measures are functioning properly, followed and maintained.
- Monitor guidance from public health and adjust safety plans as necessary.
- Monitor risk levels and change measures, policies and procedures, as necessary.
- Update safety plans to reflect changes in the workplace, including, processes, staff and premises.
- Ensure workers know how to raise health and safety concerns.
- When identifying and resolving concerns, involve other workers or safety committees.

Procedures for Symptomatic or Ill Employees

1. All employees and 3rd party workers are expected to report to work free of symptoms of communicable disease.
2. In the event a person is feeling unwell, this must be reported to their direct supervisor immediately.
3. Accommodations will be made to allow the worker to return to their residence or lodging until they feel better or have received further guidance from the public health office. When possible, staff will be permitted to work from home, provided they can safely perform critical functions

of their role. Office staff may use company supplied devices (e.g., computers, tablets, and cellphones) to allow business to continue with minimal disruption while working from home. Staff must place priority on becoming well and inform Industra of any change in condition.

Sick Leave Benefits

If an employee remains ill for an extended period, the employee may qualify for sick leave benefits to provide some financial relief. For more information, see Sick Leave Benefits in the Employee Guide.