

## Communicable Disease Prevention Program

Version 2 (July 9, 2021)

### Background

As part of BC's Restart plan Step 3, the Provincial Health Officer (PHO) has advised employers to begin to transition away from posting a copy of a COVID-19 Safety Plan at their workplace towards communicable disease prevention. Additionally, it is anticipated that industry specific orders and guidance that were in place for the industrial camps and projects will be updated to reflect similar changes. This plan was developed in response to the advice of the PHO issued on June 17, 2021, and to help smooth transition from COVID-19 Safety plan to communicable diseases prevention plan. The plan includes fundamental infectious diseases prevention protocols that are aimed to reduce the risk to workers from communicable diseases on all Industra worksites. As result of the communication from WorkSafeBC (website) regarding BC Restart plan step 3, Industra is not required to write or post plans for communicable disease prevention or have them approved by WorkSafeBC, however, this plan is developed to help all employees and Subcontractors in planning and communicating communicable disease prevention measures, practices, and policies.

### 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.

### Roles & Responsibilities

#### Management Team

The Industra management team, consisting of all office level management personnel, including the Vice Presidents and CEO, is responsible to:

- Provide adequate resources to implement and maintain the Communicable Diseases Prevention Program.
- Liaise with the client counterparts and other main contractors about site wide collaborations regarding basic risk reduction principles to reduce the risk of workplace transmission of communicable diseases and joint site wide communications measures.
- Conduct periodic reviews of this plan to ensure effectiveness as necessary and when updated.
- Promote proven risk reduction protocols, such as, vaccinations and other controls contained in this program.
- Support maintaining existing measures or implementation additional measures at times when the risk of communicable disease in their region or workplace is elevated, as advised, and directed by public health.

## Supervision

- Implement all the communicable diseases prevention controls in this program on their projects and work areas.
- Ensures that all workers understand and follow communicable diseases risk reduction controls included in this plan, and in place at the workplace.
- Conduct formal and ongoing inspections in the workplace to ensure controls measures are functioning properly, followed, and maintained.
- Ensure communications regarding controls in this plan are delivered to workers through daily toolbox talks, weekly safety meetings and through posting them at worksites.
- Ensure that fundamental measures of communicable disease prevention are in place at their workplace, including provision of appropriate handwashing and personal hygiene facilities and supplies, maintaining a clean environment through routine cleaning processes that are appropriate for the industry and work practices, ensuring appropriate ventilation, and advising worker to stay home when sick.
- Support employees in receiving vaccinations for COVID-19 and other vaccine-preventable conditions.

## Workers

- Be familiar with and follow controls in this plan.
- Practices basic communicable diseases prevention protocols, such as, hand washing and hygiene practices.
- Shall comply with all measures put in place in the Industria or site owners/prime contractors to reduce the risk of transmission of communicable disease.
- Report issues related to mitigation measures immediately to supervisor or OHS&E.
- Do not come to work if they have communicable disease symptoms, such as, fever, chills, coughing, diarrhea, etc.

## Communicable Disease Control Measures

### Hand Washing

Hand washing is one of the best ways to minimize the risk of transmission of communicable disease. Proper hand washing helps 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. Washing your hands often and practicing good hand hygiene will reduce the chances of getting or spreading germs. Industria will provide adequate hand washing facilities and supplies onsite. Industria will maintain the hand washing stations and hand sanitization already in place onsite. Industria has posted signage reminding workers to wash their hands.

Refer to the Appendix for Hand Washing Poster.

### Cough/Sneezing Etiquette

All personnel are expected to follow cough/sneeze etiquette to minimize the transmission of diseases via droplet or airborne routes. Industria workers are expected to cover their coughs and sneezes. Industria has posted signage to remind worker to cover coughs and sneezes.

Refer to the Appendix for Cough/Sneeze Etiquette Poster.

### Maintaining A Clean Environment

Industria will maintain a clean environment through routine cleaning processes. Industria will keep existing COVID-19 cleaners to clean office spaces, lunchrooms, conference rooms and board rooms as

part of the communicable disease prevention measures. These spaces along with high touch surfaces areas will be cleaned disinfected, as necessary. Industra will provide adequate and appropriate supplies to the cleaners to do their job effectively. Office spaces will continue to be deep cleaned twice weekly.

## Maintain Adequate Ventilation Systems

Industra will continue to ensure that heating, ventilation and air conditioning (HVAC) systems are designed, operated and maintained as per standards specified in part 4 of the BC OHSR. Do not turn off the ventilation system while the building is occupied. After working hours or on weekend, consider turning the system down, rather than turning it off, to save energy. If feasible, open windows and door to promote air circulation. Workers using company vehicles should turn the vents or air conditioning controls on to allow outdoor fresh air to flow in. Do not set vents to recirculate. Where possible, leave windows partially open to allow as much outdoor air as possible into the vehicle.

## Managing Elevated Risks

Although the COVID-19 virus is now being managed primarily through vaccination, like all communicable diseases, it may still circulate. Similarly, the level of risk of certain communicable diseases, including COVID-19, may elevate from time to time or on a seasonal basis. This may occur at a local or regional level or within a workplace. In these cases, employers will be advised by medical health officers or the provincial health officer of the measures they need to take to manage the risk. Industra is also prepared to implement additional prevention measures as required by a medical health officer or the PHO to deal with communicable diseases in their workplace or region, should those be necessary. Industra will:

- Follow all direction from medical health officers and the regional health authority.
- Follow all orders, guidance, recommendations, and notices issued by the PHO that are relevant to our industry and workplace.
- Depending on the guidance that the PHO provides, Industra will assess the workplace to identify areas, activities and processes that may pose a risk to workers. Industra will also implement appropriate control measures to reduce the risk as directed by PHO.
- COVID-19 protocols will be maintained in the Industra OHS&E Program and may be re-activated during times of increased risk.

## Supporting Vaccination

Industra supports the Public Health Office and WorkSafeBC messaging for vaccinations against pandemic and other communicable diseases. Industra recognizes the public health benefits of vaccination programs to reduce the risk of transmission of communicable disease. At the same time, Industra recognizes every worker has the right to determine their own health choices and will not mandate employees to get vaccinated nor discriminate against employees who choose not to vaccinate or may be advised by their physician to avoid the vaccination.

## 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

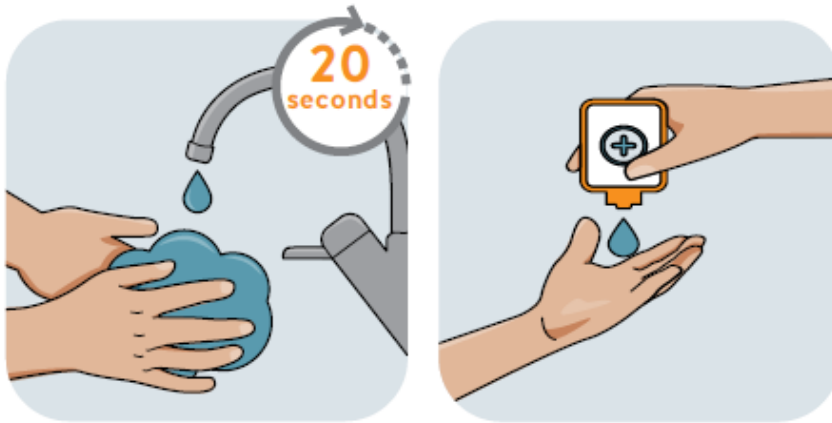
1. All employees and 3<sup>rd</sup> party workers are expected to report to work free of symptoms of communicable disease.
2. In the event a person is feeling unwell, this must be reported to their direct supervisor immediately.
3. Accommodations will be made to allow the worker to return to their residence 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.

## Hand Washing Poster

# Prevent the spread of communicable disease



Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

### Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

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## Cough/Sneeze Etiquette

# Prevent the spread of communicable disease

## Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or



Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.

Or



Clean your hands with alcohol-based hand sanitizer.

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