



Corporation of the Village of McBride

Communicable Disease Prevention Policy

POLICY # OHS-03

Purpose

To provide guidance for employees for ongoing measures to reduce the risk of communicable disease and additional measures for when there is an elevated risk. 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, norovirus, and seasonal influenza.

Scope

This policy applies to all employees including CLAC members, exempt staff, Council, committee members and volunteers.

Policy Statements

General Principles

1. STAYING INFORMED:
 - a) Employees are encouraged to stay up-to-date and informed on communicable diseases and follow public health advice, as information may change from time to time.
2. SELF MONITORING:
 - a) Pre-mitigation, including reporting and self-screening, will help to identify employees who possibly have a communicable disease and proactively remove risks that they could inadvertently introduce the disease into the workplace.
 - b) Employees with symptoms of a communicable disease must stay home and not come to work until symptoms have been resolved.
3. PHYSICAL DISTANCING:
 - a) Physical distancing reduces the potential of communicable disease being transmitted through airborne droplets. There is a possibility that even non-symptomatic carriers of some communicable disease such as COVID-19 may transmit the virus in this manner, therefore physical distancing should always be observed, even in cases when people do not display symptoms of illness.
 - b) The number of occupants in meeting rooms should be limited to allow for physical distancing. Consider alternative methods, such as video or conference calls for conducting business to prevent close personal contact
 - c) Lunchrooms, break rooms, boardroom, reception and common areas will be arranged to follow physical distancing practices.
 - d) If there are cases where, in a shared workspace, physical distancing cannot be maintained, a more comprehensive risk assessment should be undertaken in collaboration with the OH&S Safety Representative. Consideration should be given to the type of task(s), and whether there are alternatives
4. PERSONAL HYGIENE
 - a) Employees should practice proper "hand hygiene" techniques often, as it is the single-most effective way of reducing the spread of infection.
 - b) Proper respiratory etiquette should also be followed.
5. STRESS/ANXIETY/MENTAL HEALTH AWARENESS
 - a) Practice self-care. emotional stress, anxiety or concern is natural under the circumstances. Anyone who feels they are experiencing negative mental health implications should seek assistance as soon as possible.

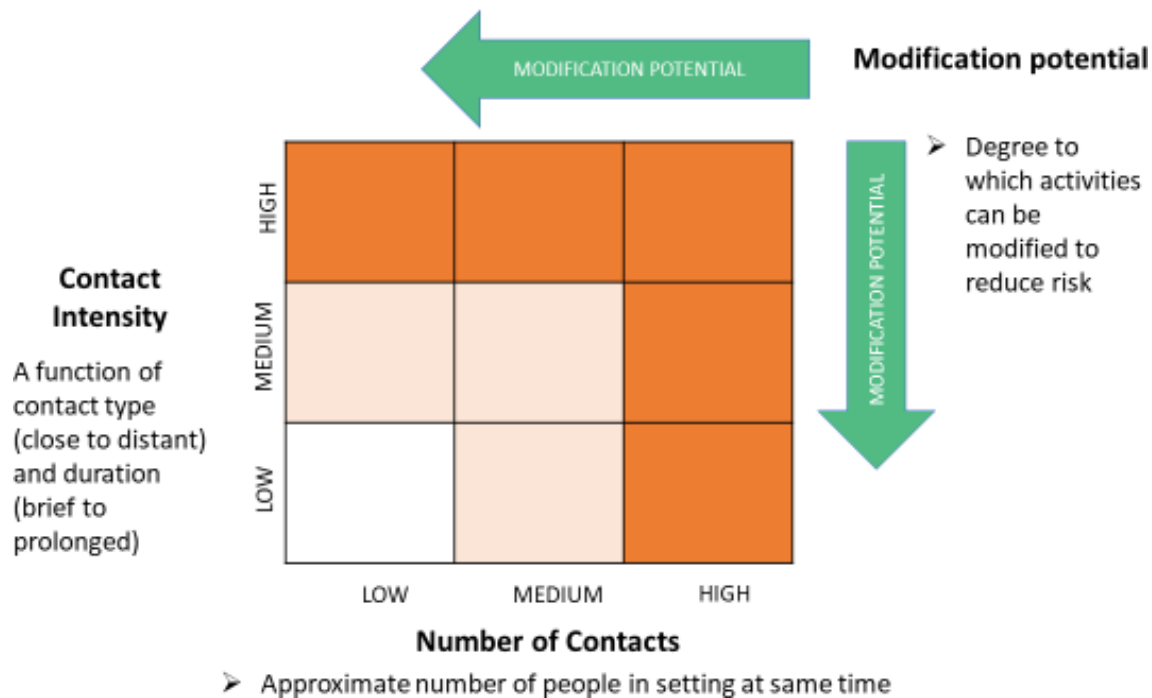
Additional Measures During a Period of Elevated Risk:

During a period of elevated risk, the medical health officer or provincial health officer will provide information and guidance about the risk and how to reduce it. The measures that will be implemented will depend on the type of diseases and the methods of transmission.

Depending on the guidance that public health officials provide, the Village will assess the workplace to identify areas, activities and processes that may pose a risk to employees. Following the direction of Public Health during periods of increased risk the Village will implement appropriate control measure as maintained in key COVID-19 protocols.

Risk Matrix:

The risk of transmission in organizational settings and public institutions is subject to two variables that we need to modify to reduce transmission risk: contact intensity (how close you are to someone and for how long); number of contacts (how many people are in the same setting at the same time).



Modifying from high to low can be based on a range of actions:

- Physical distancing measures – to reduce density of people
- Engineering controls – physical barriers, increased ventilation
- Administrative controls – rules and guidelines
- Non-medical masks

Documentation and Training

1. Respective managers will train Village Office and Public Works employees on the policies, practices, and procedures respecting the Communicable Disease Prevention program and keep records of that training.
2. If employees have any concerns, they may discuss them with their supervisor, their OH&S Safety Representative or CLAC representative.

3. The Communicable Disease Prevention program will be reviewed periodically by CAO.
4. The "Village of McBride – *Communicable Disease Prevention*" Safe Operating Procedures shall provide guidance to all employees regarding minimizing risk, and shall be updated periodically by management as conditions evolve.
5. The Village shall take direction from Provincial and Regional Health Authorities.

Approved through Council Resolution 170824.21 this 24th day of August, 2021.

CAO Signature