

# COMMUNICABLE DISEASE SAFETY PLAN

## PURPOSE

The purpose of this policy is to outline the processes and procedures staff are expected to employ surrounding the prevention and management of communicable diseases, such as COVID-19 and SARS, in the workplace, and the steps to protect everyone.

## APPLICATION

This policy applies to all staff (part time, full time, permanent, temporary, seasonal, employees, volunteers and sub-contractors) performing duties in and around New West Family Place facilities and associated locations, at all times.

## POLICIES & PROCEDURES

### Prevention

New West Family Place's number one priority is the health and safety of our staff and participants. We will all commit to taking every reasonable precaution to protect our employees and participants, and prevent the contraction and spread of communicable diseases, by:

- Managing a regular facility cleaning and disinfecting before and after each session
- Providing masks and hand sanitizer to staff and participants and supporting its use
- Posting signage reminding participants and staff of safety standards and procedures
- Promoting hygienic workplace practices, including but not limited to: handwashing, cleaning, etc.
- Employees will be supported and incentivized to receive vaccinations for COVID-19 and other vaccine preventable conditions
- Ensuring staff use the Provincial Public Health Authority's self-screening tool to perform a "self-check" before coming to work, and if they are not well, to communicate this with the executive director, and to stay home from work and take necessary steps to test and/or recover

### Management

Should an employee experience symptoms associated with a communicable disease, New West Family Place commits to take the follow steps in support of our employees. Employees shall adhere to these procedures:

- Immediately report these symptoms to the executive director
- Leave the workplace and go directly home to self-isolate
- Family Place will perform a thorough clean of the employee's area, plus any spaces that the employee came into direct contact with
- Family Place will report possible exposure to all colleagues that the affected employee may have come into direct contact with, and will closely monitor those employees' health

- Family Place will monitor our workplace and risk level and the notices, orders and recommendations from Public Health and adjust this plan as necessary
- Family Place recommends that any staff member who is not vaccinated or is partially vaccinated wear a mask and a shield during programming
- Family Place will ensure every employee is aware that any workplace health and safety concerns can be reported confidentially to the executive director or in the event of a conflict to the Chair of the Board of Directors

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## Financial & Occupational Supports

- While the employee is in self-isolation and/or quarantine;
  - they will utilize New West Family Place's paid sick day plan;
  - can request to utilize their vacation time over this time;
  - they can take an unpaid leave of absence and access the Canada Sickness Recovery Benefit (CSRB) to a maximum of 2 weeks of benefits
  - if the virus was contracted at work, the employee may have access to WCB benefits
- While the employee is experiencing symptoms, getting tested, or recovering from illness, their position is protected to return to. Barring unforeseen circumstances, New West Family Place will make every attempt possible to return the employee to the original position and duties they left, or as close of a position as possible that is available
- Emotional support may be obtained through open and honest discussion with the executive director at any time, the Provincial Public Health Authority Helpline, and through New West Family Place's Employee Assistance Program (EAP).