

ANCHOR ACADEMY



COMMUNICABLE DISEASE PLAN

Table of Contents

1.0	Overview.....	2
2.0	Stay Home When You Are Sick.....	3
3.0	Hygiene/Cleaning.....	4
4.0	Ventilation.....	5
5.0	Employee Vaccinations.....	6
6.0	Resources.....	7

1.0 Overview

Purpose

The purpose of this guidance document is to provide Anchor Academy staff with important information that is required to help prevent communicable disease. The Communicable Disease Plan is designed to promote the health and Safety of employees and students by providing information that can be used to prevent the contraction and spread of communicable diseases. 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.

Prevent

Preventing communicable disease involves taking ongoing measures to reduce the risk of communicable disease transmission.

2.0 Staying Home

What Employees Should Know

All Employees should stay home when they are sick or show symptoms of illness and follow public health recommendations. The BC Public Services website lists the following symptoms as a guideline and reminder of when you should isolate yourself from others:

- Fever or chills
- Cough
- Sore throat
- Difficulty breathing
- Diarrhea/Vomiting
- Nausea
- Extreme fatigue
- Body aches
- Loss of appetite
- Headache
- Loss of smell or taste
- Runny nose

If You Become Sick at Work

Workers who have symptoms upon arrival to work or become ill during the day should promptly separate themselves from other workers, inform their supervisors, and go home.

3.0 Hygiene/Cleaning

Personal Hygiene/Cleaning

Depending on the communicable disease, it's possible for people to become infected if they touch contaminated surfaces and then touch their nose, mouth, or eyes. The most reliable way to prevent infection from surfaces is to wash your hands. Washing your hands often and practicing good hand hygiene will reduce the chances of getting or spreading germs. Washing your hands with soap and hot water for at least 20 seconds is most effective. This is because soap actively destroys the surface of some viruses, and a soapy lather reduces the number of germs left on your skin. Alcohol-based hand rubs can be used to disinfect your hands when soap and water are not available.

Regular cleaning and disinfecting of individual work space and highly used surfaces is encouraged, this will limit the build up of germs and bacteria in the office. Cleaning supplies, such as disinfectant wipes and sprays are readily available for staff to use.

Other things to consider:

- Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough instead of your hands.
- Do not share food, drinks, utensils, etc.
- Avoid unnecessary contact
- Consider physical distancing
- Wear a mask if coughing is an issue.

4.0 Ventilation

Indoor Air Quality

Regular maintenance of air filtering/HVAC systems in the workplace is required. Mechanical heating, air conditioning and ventilation should be set to ensure that fresh air is circulated throughout the building. Natural ventilation (windows) is also a great option and it should be accessible. Good air quality is important when preventing disease and sickness, as many viruses can be airborne, naturally accumulating and spreading in indoor settings.

5.0 Employee Vaccinations

Vaccines

Vaccines are not required; each employee can decide personally if they would like to take this precautionary step. However, the BC Centre for Disease Control highly recommends and encourages people to use vaccines as a tool that may help to prevent communicable diseases and illnesses. The provincial proof of vaccination was lifted, and it is not required to prove or ask for immunization status from an employee or customer.

6.0 Resources

More Information

- BC Centre Of Disease Control (<http://www.bccdc.ca/>)
- Workplace Health Check (<https://www.workplacehealthcheck.gov.bc.ca/>)
- Communicable Disease Prevention (<https://www.worksafebc.com/>)
- Canadian Mental Health Association Prevention Plan(<https://kamloops.cmha.bc.ca/wp-content/uploads/2021/08/COMMUNICABLE-DISEASE-Prevention-PLAN-August-2021.pdf>)
- Work Safe BC (<https://www.worksafebc.com/en/covid-19/covid-19-prevention>)