## COMMUNICABLE DISEASE PREVENTION POLICY

[Organization Name] is committed to the health, safety, and well-being of its employees and all individuals who enter the premises.

[Organization Name] aims to provide guidance for safe operations regarding communicable disease through this Policy by educating its employees of the symptoms, infection prevention and control, and compliance with hygiene guidelines. In addition, this policy sets out [Organization Name]’s legal obligations under applicable legislation, as well as steps [Organization Name] will take to limit the risk of infection and communicable diseases in the workplace.

PURPOSE

The purpose of this policy is to develop the prevention policy for communicable diseases. The goal is to identify the requirements and procedures required to control the spread of any infections at work while also maintaining safe operations of [Organization Name].

This policy is to serve during COVID-19 and forward. Safety measures will remain in eﬀect until such time as Legislation advises otherwise.

ROLES AND RESPONSIBILITIES

Employer

Communicable diseases present a risk to the health and safety of all employees; their employers have a legal obligation to take all reasonable steps to address and manage this risk. [Organization Name] is responsible for making sure the workplace is safe, and preventing and reducing transmission among employees, maintaining a healthy business operation and work environment.

See below for steps to ensure your workplace environment is safe:

* Provide training to all workplace staﬀ on the reporting procedures of communicable diseases
* Review policy with employees
* Based on hazard assessment, provide appropriate Personal Protective Equipment (PPE) to staﬀ. Face masks, gloves, face shields and goggles if required
* Ensure appropriate ventilation of the workplace the HVAC system is in good working order
* Encourage good and proper hygiene practices are in place
* Ensure steps are taken to ensure the cleanliness of all work areas
* Advise employees to immediately inform supervisors or managers if they or somebody they have been with has been in close contact with a person who has tested positive for COVID-19
* Ensure any staﬀ member returning from vacation, business trip, etc. understand the quarantine guidelines
* Ensure any staﬀ member who exhibits symptoms of any communicable disease understand the quarantine guidelines

Supervisors and Managers

Supervisors will be held responsible for the health and safety of the employees under their supervision.

Duties include (but are not limited to):

* Ensure this Policy is implemented and adhered to in the workplace
* Monitor employees for possible signs for disease symptoms
* Ensure that any employee who exhibits systems leave the worksite immediately and seek medical advice
* Ensure the appropriate PPE is used in the oﬃce setting, warehouse, lunchroom, etc. at all times
* Advise employees of control measures put in place to protect staﬀ
* Protect the privacy of all staﬀ who may have to leave the workplace due to symptoms or diagnosis

Employee

As per legislation, all employees must protect their own health and safety by working in compliance with requirements, any established health and safety policies and safe work practices and procedures. Duties include (but are not limited to):

* Adhere to the requirements of this policy
* Make yourself aware of any symptoms related to communicable diseases
* Advise supervisor if diagnosed or are exhibiting symptoms of COVID-19 or any other communicable infectious disease (as per privacy guidelines only)
* Quarantine as per legislative guidelines until clear of symptoms
* Practice good social hygiene protocols

Health and Safety Committee

* Ensure employees are aware of symptoms of COVID-19
* Ensure employees have been trained on the content of this policy
* Ensure workplace inspections and investigations are done
* Make recommendations for the improvement of the health and safety of all employees

REPORTING PROCEDURES

If an employee is experiencing symptoms of a communicable disease while at work, they would immediately advise a manager or supervisor. The following procedures should be followed:

* Employees experiencing symptoms will be sent home to recover
* The self-isolation period will come into eﬀect
* Properly sanitize employees' workstations immediately with disinfecting supplies, using proper protocols
* Do not allow this workstation to be used for 24 hours
* Ensure to follow any further direction from Public Health

EMERGENCY AND PUBLIC ORDERS

[Organization Name] will comply with all emergency orders made by the government or Public Health oﬃcials in respect to limiting physical distancing and other measures designed to prevent the transmission of communicable diseases in the workplace.

[Organization Name] will observe any closures ordered by the government or Public Health Oﬃcials

[Organization Name] will observe all Public Health orders and OHSA guidelines and be prepared to implement or maintain additional measures when the risk of communicable disease is elevated within their region.

[Organization Name] will comply with any emergency or public health order, including quarantine or self-isolation because of a recent return from international or interprovincial travel.

HEALTH AND SAFETY REQUIREMENTS

To prevent the spread of communicable disease, all employees are encouraged to practise good hygiene

* Wash Hands using soap and water
* Use alcohol-based hand sanitizer
* Social distance
* Cover coughs
* Stay at home when ill
* Frequently clean and disinfect all work areas, social areas, etc.
* Organize the workspace to allow for social (Physical) Distancing
* Use barriers, guards, etc. within oﬃce for those who need to walk around
* Use PPE as needed - For employees who have medical concerns in regards to wearing PPE, the employee must provide a medical note from a certiﬁed health practitioner

PREVENTION AND CONTROL

It is the responsibility of [Organization Name] to monitor all local, provincial and federal health and safety communications about regulations, guidance, and recommendations.