## 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 diseases throughout this policy by educating 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 establish safe work practices related to 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].

ROLES AND RESPONSIBILITIES

Employer

Communicable diseases present a risk to the health and safety of all employees. 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, preventing and reducing transmission among employees, and maintaining a healthy business operation and work environment.

[Organization Name] will take the following steps to ensure employees are protected from the hazards of communicable diseases in the workplace:

* Provide training to all workplace staﬀ on the reporting procedures of communicable diseases
* Review the policy with employees to ensure all individuals understand their responsibilities
* Based on hazard assessments, provide the appropriate personal protective equipment (PPE) to staﬀ (E.g., face masks, gloves, face shields)
* Ensure appropriate ventilation of the workplace by ensuring that the HVAC system is in good working order and has been inspected and cleaned as necessary
* Encourage employees to practice good hygiene practices such as washing hands and staying home when ill
* Ensure steps are taken to ensure the cleanliness of all work areas
* Ensure any staﬀ member who exhibits symptoms of any communicable disease understand their responsibility to inform their manager, seek medical attention if needed, and stay home when sick.

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 communicable disease symptoms
* Ensure that any employee who exhibits systems leaves the worksite immediately and seeks medical attention if needed
* Ensure the appropriate PPE is used in the workplace
* Inform 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
* Make recommendations to management to enhance safe work practices related to communicable diseases

Employee

As per legislation, all employees must participate in protecting their own health and safety by working in compliance with workplace or legal 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 management if diagnosed or are exhibiting symptoms of COVID-19 or any other communicable disease
* Stay home when sick until clear of symptoms
* Practice good social hygiene protocols

REPORTING PROCEDURES

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

* Employees experiencing symptoms may be sent home to recover
* Management will record the incident (date, time, name of the employee, symptoms experienced by the employee, if relevant)
* The workplace will be sanitized and cleaned as per the regular cleaning schedule
* Any further direction from health authorities will be adhered to
* Management will continue to remain in communication with the impacted employee

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 OHS guidelines and be prepared to implement or maintain additional measures when the risk of communicable disease is elevated within the region.

HEALTH AND SAFETY REQUIREMENTS

To prevent the spread of communicable disease, all employees are encouraged to practice good hygiene, including but not limited to:

* Wash hands using soap and water for at least 30 seconds
* Use alcohol-based hand sanitizer
* Social distance
* Cover face when coughing or sneezing
* Stay at home when ill
* Frequently clean and disinfect all work areas, social areas, etc.
* Ensure the workspace allows for social (physical) distancing if needed
* Use PPE as needed

IMMUNIZATION

[Organization Name] will support all provincial immunization protocols as directed by government and public health oﬃcials

PREVENTION AND CONTROL

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