



| Student
Association

BCITSA COMMUNICABLE DISEASE PREVENTION PLAN

STEP 3 OF BC'S RESTART PLAN

IN EFFECT: JULY 1, 2021

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KEY UPDATES FROM WORKSAFE BC

[WorkSafe BC](#) has provided the following key updates with the start of Phase 3 of the BC Restart Plan:

- Due to high accessibility of COVID-19 vaccinations, the risk of COVID-19 transmission is reduced, however it is still circulating
- Employers are no longer required to maintain a COVID-19 Safety Plan but should now transition to a **Communicable Disease Prevention Plan (CDPP)**
- CDPP to include general measures to reduce risk of disease transmission
- Masks: By order of the provincial health officer (PHO), starting August 25, 2021, masks are required in all public indoor settings for all people 12 years of age and older until further notice.
- Activities:
 - Indoor organized gatherings of 50 people, or 50% capacity (whichever is greater)
 - Fairs, festivals, and trade shows return to normal (with CDPP)
 - Recreational travel Canada-wide
- Employers are expected to take reasonable steps to manage health & safety in their workplace, including preventing communicable disease transmission (plan does not need to be written, posted, or approved by WorkSafe BC)
- WorkSafe BC inspections will require employers to demonstrate that they have practices in place to prevent communicable disease transmission in their workplace, and that they are following orders, guidance, and recommendations from regional health authorities and/or provincial health officers that applies to their workplace
- Employers are required to monitor and review communicable disease related information issued by their regional medical health officer/ provincial health officer related to their industry, region, or workplace
 - During periods of elevated risk, employers need to implement additional measures outlines by the health officers according to the type of disease and methods of transmission
- Employers are no longer required to limit the number of customers and workers in their workplace

- By order of the provincial health officer (PHO), proof of vaccination will be required to access some events, services, and businesses beginning on September 13. Learn more about the [proof of vaccination requirement](#).
- Employers are no longer required to have physical barriers; however, it is advised to keep them in place for the time being
- Existing COVID-19 protocols to keep in place are:
 - Not coming to work if you are sick
 - Healthy hand hygiene practices, including hand washing and covering coughs and sneezes
 - Maintaining a clean work environment
 - Ensuring adequate ventilation
 - Supporting employees in receiving vaccinations for vaccine-preventable conditions to the extent that you are able

This transition will not be equally comfortable and easy for each person to adapt to, as they may have reasons to be additionally cautious or concerned about the COVID-19 virus. Please be respectful, patient and kind to each other through this process and remember that not everyone has the same level of comfort as you may have. Some employees may continue to wear masks and avoid handshakes and employers need to respect their boundaries and comfort levels through this transition period.

COMMUNICABLE DISEASE PREVENTION PROGRAMS

WorkSafe BC defines communicable disease below:

COMMUNICABLE DISEASE is an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host – CDC.

The BCITSA Communicable Disease Prevention Program focuses on basic risk reduction principles to reduce risk of workplace transmission of COVID-19 and other communicable diseases. This plan includes both ongoing measures (maintained at all times) and additional measures implemented by Public Health authorities.

Ongoing measures to be maintained at all times:

- Implementing policies to support staff who have symptoms of a communicable disease (for example, fever and/or chills, recent onset of coughing, diarrhea), so they can avoid being at the workplace when sick
- Promoting hand hygiene by providing hand hygiene facilities with appropriate supplies and reminding employees through policies and signage to wash their hands regularly and to use appropriate hygiene practices
- Maintaining a clean environment through routine cleaning processes
- Ensuring building ventilation is properly maintained and functioning as designed
- Supporting employees in receiving vaccinations for vaccine-preventable conditions to the extent that you are able

Additional measures - implemented as advised by Public Health:

The BCITSA is prepared to implement additional prevention measures as required by a medical health officer or the provincial health officer to deal with communicable diseases in our workplace or region, should those be necessary.

PHYSICAL DISTANCING

- Although we are not required to limit the number of workers in the workplace, we will continue to do so where possible, while we are in Phase 3 of the BC Restart Plan
- In order to meet provincial requirements, as we are coming out of our safety plans, we will attempt to reduce the number of people in the workplace to encourage physical distancing (*work from home, flex schedules etc.*) whenever possible
- We will change our workplace occupancy limits as stated in our safety plans to now allow for 5 sq meters of floor space per person wherever we can
- Directional arrows to manage workplace traffic in the office areas can remain in place if requested by certain departments, otherwise they will be removed. Directional arrows placed in operational locations may be removed as requested.
- Physical distancing requirements will be reassessed once we hit Phase 4 of the BC Restart Plan

BARRIERS

- WorkSafe BC recommends that barriers remain in place during Phase 3 of the BC Restart Plan
- All barriers currently up in office and operational locations will remain in place, unless a request will be put in for removal.
- This will be reassessed upon the beginning of Phase 4 of the BC Restart Plan

MASKS

- By order of the provincial health officer (PHO), starting August 25, 2021, masks are required in all public indoor settings for all people 12 years of age and older until further notice.
- BCITSA will require staff to wear masks in all areas while on campus.

ENHANCED CLEANING & DISINFECTING

WorkSafe BC indicates that employers can help reduce the risk of surface transmission of communicable diseases by following these enhanced cleaning and disinfecting guidelines:

- While in Phase 3 of the BC Restart Plan, please refer to the updated [COVID-19 Policy](#) for guidelines on cleaning and disinfecting areas you have come in contact with
- We will continue to provide cleaning supplies, as necessary. Please contact your manager if you have run out of supplies
- The cleaning company will resume onsite pre-COVID cleaning levels starting in August

SHARED WORKER ACCOMODATION

- Acknowledging that the BCITSA has shared office spaces, during Phase 3 of the BC Restart Plan, we encourage managers to rotate staff to prevent multi-person usage of one office space. If this is not possible, ensure those sharing an office space:
 - Have 5 sq meters of floor space per person
 - Have easy access to cleaning supplies should they be required

- With regards to meeting rooms, we are still recommending the use of virtual Teams meetings but should employees prefer to have meetings on site using the meeting rooms, these areas have been reopened for use and booking. Please follow pre-COVID booking procedures (if unsure, contact your manager).

COMMUNICABLE DISEASE PREVENTION PLANNING

STEP 1: UNDERSTANDING RISK

Preventing communicable disease involves taking ongoing measures to reduce the risk for communicable disease transmission in the workplace.

It is important for employees to continue to understand the risk for communicable disease transmission in the workplace. The BCITSA will continue to take measures to reduce this risk while you are working onsite. We have developed several policies and procedures for employees to follow including:

- [INT 13b: COVID-19 Policy](#)
- [The BCITSA Communicable Disease Procedure](#)
- The BCITSA Safety Plans that can come into effect should provincial restrictions be put in place. These plans are now removed from the website but will be put back up again should the need arise.

The BCITSA Health & Safety Committee will continue to review and monitor information as it becomes available and will be responsible for updating documents should they require change. Any policy changes will need to be approved at the Executive Board level.

Employees should also stay up to date with communications provided by the Provincial/Medical Health Officers and continue to bring forward any concerns to their Managers, HR and/or the Health & Safety Committee.

STEP 2: IMPLEMENTING ONGOING MEASURES, PRACTICES AND POLICIES TO REDUCE RISK

To support employees who have symptoms of communicable disease, the BCITSA has implemented policies and procedures to ensure those who are sick are able to remain away from the workplace. Information regarding this topic can be found in both the documents below:

- [INT 13b: COVID-19 Policy](#)
- [BCITSA Communicable Disease Procedure](#)

Employees are expected to connect with their managers should they be feeling ill to discuss options as this will be dealt with on a case-by-case basis and dependent on your position and/or department.

Should an employee become ill while at work, they must inform their manager immediately. The work area will be disinfected, and the employee will be sent home. Please read the BCITSA Communicable Disease Procedure document for further guidelines.

BCITSA will resume a regular pre-COVID cleaning schedule for all spaces starting in August, as employees continue to return to work. Ventilation concerns need to be brought forward to your managers who will then connect with the Administrative Assistant. A BCIT facility request will be issued should the need arise.

STEP 3: COMMUNICATE MEASURES, PRACTICES AND POLICIES

The BCITSA will ensure everyone entering the workplace continues to receive updated and specific information about workplace measures, practices, and policies for managing communicable diseases.

Any updated to policies and procedures will be communicated by email from either the Executive Director or Human Resources.

While we remain in Phase 3 of the BC Restart Plan, we will strive to update signage as necessary. Should be transition into Phase 4 of the BC Restart Plan, employees will be advised of further changes.

STEP 4: MONITOR WORKPLACE AND UPDATE PLAN AS NECESSARY

The BCITSA will continue to evaluate and update this communicable disease plan to reflect changing risk levels and work practices. Any changes will be communicated to employees in a timely manner by either the Executive Director or Human Resources.

The BCITSA Health & Safety Committee will continue to evaluate and advise on all policies and procedures put in place. The Committee will also create an anonymous tool for employees to provide any feedback or concerns on practices that are put in place. The Committee believes that the anonymity of the tool will ensure that employees feel they have a safe place to voice their concerns.

Employees are encouraged to voice their concerns should they see team members not following policies and procedures.