

Town of Comox Community Centre Communicable Disease Plan

April 14, 2022

The Comox Community Centre (CCC) developed the Community Centre Communicable Disease Plan (CDP) in response to direction from WorkSafeBC. An effective plan includes ongoing measure to reduce the risk of communicable diseases and additional measures when there is elevated risk of communicable disease. A CDP is important with rise of Covid-19 variants such as Delta and Omicron.

There are four parts to the CDP:

1. Understanding the risk of communicable diseases.
2. Measures to reduce the risk of communicable diseases.
3. Communicating measures, policies and procedures to staff and recreation contractors.
4. Monitoring the workplace and updating the CDP as required.

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 person to person. Examples of communicable diseases that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.

1. Understanding the Risk:

Preventing the communicable disease transmission involves on going measures to reduce risk in the workplace and when advised by Public Health during elevated risk. The Recreation Director and Recreation Supervisor, in coordination with the CAO and in consultation with the Joint Safety Committee, are responsible to review and communicate communicable disease information issued by the regional and provincial medical health officers.

2. Measures to Reduce the Risk of Communicable Diseases

The Town of Comox has the following measures in place to mitigate the threat of communicable diseases in the workplace.

- Collective agreement sick policy so workers do not have to be in the workplace when they have symptoms of communicable disease (fever, chills, cough, diarrhea, etc.)
- Up to three days of sick time provided by WorkSafeBC for non-union workers (2021) and five days sick time implemented by the Province of BC (starting Jan 1, 2022).
- Providing hand-hygiene facilities and supplies and signs in staff areas to remind staff to wash hands regularly and cover coughs and sneezes.
- Regular cleaning by custodial staff.
- Regular inspection and maintenance of CCC HVAC systems for optimum operation.
- Up to three hours paid time off for union staff to receive their Covid-19 vaccine.

- Plexiglass barriers installed where possible in the CCC separate workers and the public.
- Provincial mask mandates (when applicable).

When additional measures are required because of elevated risk the Town of Comox will look to information and guidance from regional or provincial medical health officers. The CCC has a robust Covid-19 safe work plan that it can reactivate at any time.

3. Communicating Measures, Policies and Procedures to Workers

- All current workers receive the CDP by email and will be alerted when significant changes are made.
- All new workers will receive the CDP in their onboarding process.
- The latest versions of the CDP will be shared with the Health and Safety Committee and posted in the CCC staff kitchen.
- Signs are posted in the workplace to support the CDP (north and south entrances, staff kitchen, reception and Fitness Studio)
- The Town of Comox understands and is aware that discussing the CDP with staff may raise confidentiality and privacy issues.
- Town of Comox policies on masks, illness, working from home, cleaning and first aid.

The CDP will also be included in recreation contractors' orientations and/or contract terms.

4. Monitoring the Workplace and Updating the CDP as Required.

CCC staff will evaluate and update the CDP to reflect changing risk levels and work practices with the following:

- Workplace inspections and ongoing supervision in the workplace to ensure measures are functioning properly, followed, and maintained.
- Monitoring the guidance, notices, orders, and recommendations from Public Health and adjusting the CDP as required.
- Monitoring the workplace and risk level. The CCC will change measures, practices, and policies as required.
- Updating the plan to reflect changes in the workplace (work processes, etc.)
- Ensuring staff know they can raise health and safety concerns with their supervisor, shop stewards or Health and Safety representative.
- Involving the Health and Safety Committee when identifying and resolving safety issues.