



# City of Cranbrook Communicable Disease Plan

Last Update February 8, 2022 (**Supplemented Communicable Disease Plan**)

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Original draft April 15, 2020 (Covid-19 Plan)

This document contains additional guidance as stipulated by the January 20, 2022 Workplace Safety Order by the Provincial Health Officer for Employers to re-enact their COVID-19 Safety Plans from Communicable Disease Plans.

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## Section 1: Overview

The City of Cranbrook has made a commitment to ensure the health and safety of employees, sub-contractors, and the public. Safety is an ongoing commitment and we call upon you to continue following the established safe operating procedures to ensure our workplaces are as safe as they can be. Renewing our commitment will dispel fears and increase confidence in the City and our operations.

In light of transitioning from COVID-19 Safety Plans to Communicable Disease Plans, and the subsequent requirement for employers to re-activate their COVID-19 Safety Plans, this combined document focuses on all communicable diseases including COVID-19, norovirus, and seasonal influenza.

This plan represents the minimum standards and fundamental components of communicable disease prevention. For this reason, current signage reminding people to stay home when sick, hand washing, and directional signage to reduce points of congestion will remain in place. **Additional measures will be implemented at times when the risk of communicable disease in our region or workplace is elevated and/or as directed by public health.**

The City of Cranbrook supports its employees in receiving vaccinations for vaccine-preventable conditions.

During these times of uncertainty and rapid information exchange, we request patience and civility to maintain the health and safety of everyone.

Thank you for your continued commitment.

**Human Resources / Occupational Health and Safety**  
**City of Cranbrook**

## Section 2: Purpose

The purpose of the City's Communicable Disease Plan is to:

- Ensure all departments plan and anticipate the risks that impact our service delivery
- Advise that COVID-19 specific controls will be required during times of elevated risk as directed by the Public Health Officer.
- Reinforce our obligation and commitment to the health and safety of our employees
- Provide guidance on the decision to maintain the mask requirements in higher risk areas.

All departments are required to know and adhere to this Plan and any department specific Safety Plan documented addendums that require control methods not described in this document.

## Section 3: Scope

This Plan applies to all City employees, elected officials, contractors, volunteers and members of the public / visitors.

## Section 4: Public Health / WorkSafeBC

Public Health has collaborated with WorkSafeBC to provide guidelines and orders when necessary. This plan follows the OHS Guidelines.

The plan has been supplemented with additional measures as needed. WorkSafeBC will not be reviewing or approving plans, however, employers are required to implement these plans as per Section 21 of the Workers Compensation Act ("Act").

### Regulatory excerpt

Section 21 of the *Workers Compensation Act* ("Act") states, in part:

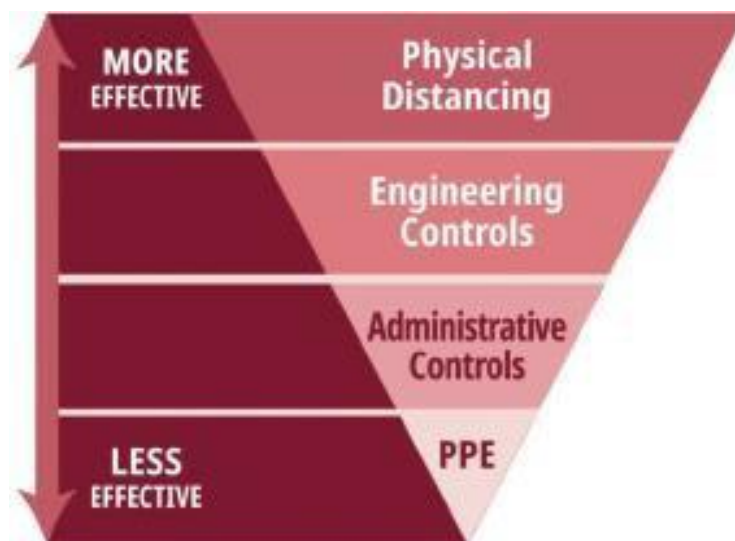
#### **21 General duties of employers**

- (1) Every employer must
  - (a) ensure the health and safety of
    - (i) all workers working for that employer, and
    - (ii) any other workers present at a workplace at which that employer's work is being carried out, and
  - (b) comply with the OHS provisions, the regulations and any applicable orders.

## Section 5: Hierarchy of Controls for Communicable Diseases

Considering the Hierarchy of Controls, we must select a safeguard or a combination of safeguards that ensure employee safety. The hierarchy of controls (in order of effectiveness) is:

1. **Physical distancing / elimination or substitution:** Ensure for spaces that allow for activities to be performed within a safe distance. Consider eliminating or reduce contact with others?
2. **Engineering controls:** Are engineering controls, such as physical barriers, practicable? Ensuring building ventilation is properly maintained and functioning as designed. [Part 4 of the OHS Regulation](#)
3. **Administrative controls:** Written Communicable Disease Plans: Has the employer fully considered how work practices can be altered to minimize exposure? This includes enhanced cleaning protocols, physical distancing, altering shift start/finish/break times and in extreme cases implementing Working From Home measures.
4. **Personal protective equipment (PPE):** This last form of protection should only be considered after careful consideration of the previous control measures. The use of gloves and face masks may be considered where none of the above controls are possible or effective. **If gloves, masks and protective suits are used, training and proper usage guidelines must be followed.**



## Section 6: Hazard Analysis

The process of hazard analysis followed the “Hierarchy of Controls” stipulated in the Ministry of Health PHO statement. This framework addresses the adjustments as we focus on more communicable diseases.

<b>Responsibilities / Work Tasks</b>	<b>Hazards</b>  <i>CONSIDER: What could go wrong? The categories of hazards; biological, physical, chemical, and psycho-social.</i>	<b>Controls</b>	<b>Mitigation</b>
Activities at City Hall, Administrators, City Council, Public Works, Building and ByLaw, Emergency Services, Water and Waste Management, Community Services	<p>Whenever people come into contact with one another, share close physical space, and touch common surfaces.</p> <ul style="list-style-type: none"> <li>Physical: touching surfaces that are potentially contaminated with coronavirus particles</li> <li>Biological: inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral</li> </ul>	Controls for these types are going to be physical controls	<p>Install signage reminding everyone- must be physical distancing including visual cues (“step”stickers) for areas where customers are required to queue</p> <ul style="list-style-type: none"> <li>Common areas (public and employee) must be arranged to allow for physical distancing</li> <li>Alternative solutions to conducting business meeting should be considered</li> <li>Cleaning/disinfecting procedures for workspace, shared workspaces and common areas including vehicles to reduce cross contamination</li> </ul>

Here is another method used to assess risk. It is adapted from WorkSafeBC that can be used as a guideline during the site-specific hazard / risk assessment.

	<b>Low Risk</b>  Workers who typically have no contact with people infected with pandemic influenza	<b>Moderate Risk</b>  Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	<b>High Risk</b>  Workers who may have contact with infected patients or with infected people in small, poorly ventilated workspaces
Hand Hygiene	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
Disposable Gloves	Not required	Not required, unless handling contaminated objects on a regular basis	Yes, in some cases, such as when working directly with pandemic influenza patients
Aprons, gowns or similar body protection	Not required	Not required	Yes, in some cases, such as when working directly with pandemic influenza patients
Eye protection – goggles or face shield	Not required	Not required	Yes, in some cases, such as when working directly with pandemic influenza patients
Airway protection – respirators	Not required	Not required unless likely to be exposed to coughing and sneezing	Yes (minimum N95 respirator or equivalent)

## **Section 7: Fire Department**

\*Note: City of Cranbrook Fire Department will continue to follow their operational guidelines and BC Emergency Health Services (BCEHS) guidance. Firefighters will also continue to wear PPE appropriate to the risk, and in accordance with BCEHS and PHO direction.

City of Cranbrook Fire Department (Fire and Emergency Services), like fire departments across the province have not curtailed their operations. This Plan complements their best practices currently in place to minimize communicable disease exposure.

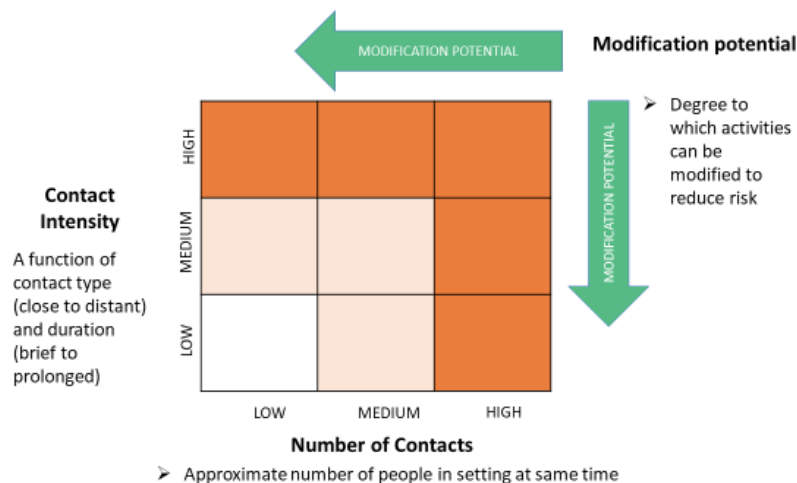
The use of PPE for the protection against communicable diseases is dependent upon the risk assessment conducted and specific to situations such as cleaning public, treating wastewater, serving the public, or in close proximity to other employees with a compromised immune system.

A large portion of the Plan relies on departments implementing the procedures and following the guidelines contained in this document and the specific plans they have put in place. The City of Cranbrook Fire Department has developed and revised their policy and procedures relevant to their operations including.



## Section 8: Risk Matrix

The level of risk of certain communicable diseases, including COVID-19, may increase from time to time or on a seasonal basis. When determining risk of transmission in city facilities, two primary variables are needed to modify to reduce transmission risk: **contact intensity** (how close you are to someone and for how long) and **number of contacts** (how many people are in the same setting at the same time).



Modifying from high to low can be based on a range of actions:

- Physical distancing measures – to reduce density of people
- Engineering controls – physical barriers, increased ventilation
- Administrative controls – shift schedules, rules and guidelines
- Non-medical masks and PPE

Please contact your OHS Advisor, supervisor or JOHSC for additional guidance on the Risk Matrix for operation specific situations. Additional tools and guidance are available.

## Section 9: Principles

### Staying Informed

During a period of elevated risk, the medical health officer or provincial health officer will provide information and guidance about the risk and how to reduce it. The measures required will depend on the communicable disease.

## **Self-Monitoring**

As vaccines have become widely available and through the prevention measures, the overall risk of COVID-19 transmission is anticipated to be reduced. However, certain variants of the virus may still circulate, as will the viruses for other communicable diseases, such as seasonal influenza, norovirus, and others.

- Guidance for self-monitoring and/or testing requirements frequently change depending on the specific virus/variant and transmission rates. However, all employees should be reminded not to come to work if you are sick and to follow the current public health guidelines.

## **Physical Distancing**

Physical distancing reduces the potential of coronavirus being transmitted through airborne droplets. There is a possibility that even non-symptomatic carriers of coronavirus may transmit the virus in this manner, so physical distancing should continue to be observed. It is recommended that employees engage in careful social contact and respect personal space of other employees.

Given that we are still in the transition phase, it is highly recommended that appropriate measures be put in place to reduce the potential of communicable diseases. These measures are similar to those that are already in place.

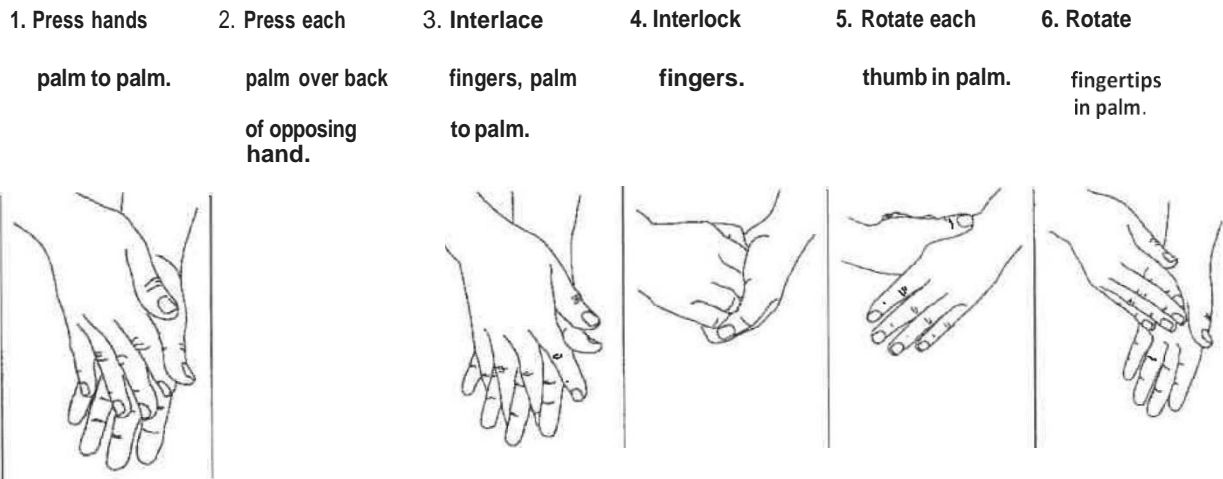
- Access to City workplaces must be controlled and where appropriate alternative methods such as video or conference calls, may be used for conducting business.
- Lunchrooms, break rooms, boardrooms, reception and common areas must be arranged to follow physical distancing practices and departmental policies.
- Whenever possible, employees should travel alone in vehicles to reduce the risk exposure to communicable diseases.
- Should a task require close personal contact, appropriate PPE and additional mitigation measures must be considered and discussed with your supervisor.
- In situations where, employees work in a shared workspace and in close proximity, a specific risk assessment must be conducted by the supervisor and the employees affected. If appropriate, workers can develop a specific plan that will ensure their safety within their workspace.

## Healthy Hand Hygiene Practices

Employees must practice proper “hand hygiene” techniques often, as it is the single-most effective way of reducing the spread of infection. Proper respiratory etiquette should also be followed.

Touching your face, including eyes, nose or mouth must be avoided and hands washed or sanitized following such touching.

### Hand Washing Procedure (Wash for at least twenty seconds)



Use soap and warm running water; it does not have to be hot to be effective. If water is unavailable, use a waterless hand cleanser that has at least 70% alcohol. Follow the manufacture instructions on how to use the product.

## Enhanced Cleaning / Disinfecting

Maintain a clean work environment: Cleaning must be performed as outlined in your respective department. Any particular operational concerns must be brought to the attention of your immediate supervisor and/or manager for guidance. Any operational specific approach must be documented and followed.

### **Shared Workspaces / Equipment Including Vehicles**

- Employees are discouraged from sharing equipment (i.e. pens, phones, other tools).
- The need to share workspaces and equipment will be minimized.
- When it is necessary to use a common workstation or piece of equipment, such as photocopiers, the surface should be disinfected before and after use.
- In the event of a potential communicable disease like COVID-19 in a shared workspace, workstation or with a person using shared equipment, the station/equipment must not be used until a deep clean can be performed. Follow the proper procedural guidelines outlined in your department.
- Employees who use City vehicles must ensure that high contact surfaces within the vehicle are routinely disinfected. Follow the proper procedural guidelines.

### **Personal Protective Equipment (PPE)**

Most City positions do not require specific PPE. Where required, PPE must be available, and training on the proper use must be provided.

### **Stress, Anxiety and Mental Health Awareness**

Practice self-care. Emotional stress, anxiety or concern is natural under the present circumstances. Anyone who feels they are experiencing negative mental health implications should seek assistance as soon as possible.

Managers and Supervisors must make themselves familiar with the available material and pay attention to the health of their employees. The Human Resources / OHS Advisor is available as needed for support or guidance.

## **Return-to-Work Occupational Health & Safety Training**

Upon returning to work after a period of absence where hazards of the work may have changed, our employees must receive refresher orientation training from their department / operation. Every worker must be informed of new or revised procedures to eliminate or reduce potential for exposure to communicable diseases.

Training must:

- Be specific to your operation and, in addition to acting as a refresher, it must also include any new arrangements or controls developed in response to communicable diseases including COVID-19.
- Explain essential health and safety information, such as employees' rights and responsibilities, work rules, hazards and safe work procedures
- Include mental health and how to access the City's Employee and Family Assistance Program (fseap) provider
- Include information around specific communicable disease protocols or procedures.
- Hand washing
- Reporting communicable disease symptoms
- General cleaning procedures to ensure a consistent approach by all

## **Communication Plan**

The employer will regularly communicate public health updates to all levels of the organization through the OH&S office. Delivery will be by email, bulletin boards, and team meetings. The content will include Provincial directives, employer exposure control plans, and any other activity relating to, and affecting all workers.

## **Workplace Inspections**

In accordance with the OHS Regulations, the employer will conduct routine inspections of the workplace to ensure it meets the requirements of this plan.

### Responsibilities

#### Supervisors:

- Ensure corrective measures are being met and reviewed daily
- Provide a copy of the daily checklist to Manager
- Place original in Inspection Binder on site for everyone to access, or post on JOHSC bulletin board
- Review corrective measures with all staff on shift

#### Inspection Team:

- Review Supervisor's daily inspections
- Perform routine inspection for all work areas
- Provide a copy of the weekly checklist to Manager/ Safety Representative
- Place original in Inspection Binder on site for everyone to access, or post on JOHSC bulletin board
- Review corrective measures with all staff on shift

#### Employer Representatives:

- Manager share with Director and provide a copy to HR / OHS
- Manager share corrective measures with Supervisors to deliver updates to crew
- HR share copy with JOHSC and begin tracking corrective measures for JOHSC to review

#### JOHSC:

- Track and ensure appropriate measures are taken to ensure the health and safety of staff; and
- Ensure regular communication between all stakeholders is maintained.

## **General Operating Guidelines**

Operations staff are required to ensure these guidelines are known and followed.

## General Practice Expectations

While every workplace is different, and practices may vary depending on the location and nature of the department/operation, there are some general guidelines that apply:

- Maintain good personal and environmental hygiene
- Ensure adequate ventilation
- Maintain proper function of washrooms, drains and pipes
- Cover nose and mouth with tissue while sneezing or coughing, dispose of tissue and wash hands immediately
- Maintain physical distancing

Keep hands clean and wash hands properly:

- Before touching eyes, nose and mouth if there is a need to do so
- After handling objects soiled by respiratory or other body secretions
- After touching high contact surfaces or equipment, such as handrails, elevator control panels or door handles
- People with symptoms of COVID-19 must self-isolate. **Anyone with these symptoms are not to be in the workplace.**

## Employee Expectations

Employees:

- Practice physical distancing by working at least two metres apart from coworkers whenever possible (where there is an approved exception refer to the appropriate developed safety procedure).
- Continue to follow all other safe work procedures. If it is unsafe to work, talk to a supervisor or the joint health and safety committee to address concerns.
- Stay home if they are sick.
- Practice healthy hand hygiene protocols.

## Customer / Public

To ensure for the safety of our employees and the public we serve, we will share the following messaging:

- **If you are sick, you must stay home**
- If you have underlying medical conditions, it is recommended that you not visit City Hall or other City facilities
- Anyone displaying symptoms of COVID-19 or other communicable diseases, which primarily displays as a persistent cough, will not be permitted on the premises
- During this transition period, physical distancing is required as we adjust to the new protocols
- **Please note that there are members within our community who for health reasons, have not yet been vaccinated. It is imperative that as they physically distance themselves, we respect their personal space.**



Communicable Disease Plan	
Owner	Human Resources
Final Approval	Director – Human Resources
Developed	Occupational Health and Safety Office
Consulted Parties / Brainstorming	HR / JOHSC Committee
Employee Input & Review	Department Managers – City of Cranbrook
Date Revised	February 8, 2022
Date Approved	
Revision Date	
Related Documents & References	<ul style="list-style-type: none"> <li>• WorkSafeBC <a href="https://www.worksafebc.com/en/covid-19">https://www.worksafebc.com/en/covid-19</a></li> <li>• BC Ministry of Health – Provincial Health Statement – June 17, 2021 <a href="https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-letter-communicable-disease-plans.pdf">https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-letter-communicable-disease-plans.pdf</a></li> <li>• Provincial Government of BC <a href="#">website</a></li> </ul>