



**Policies & Procedures Manual**

**Policy No. 28-2021 (BP – Squamish-Lillooet Regional District Communicable Disease Prevention Plan Policy) – Version # 1**

**Squamish-Lillooet Regional District Communicable Disease Prevention Plan Policy – Version # 1**

Date	Version #
September 29, 2021	1

**1. PURPOSE**

The Squamish-Lillooet Regional District (SLRD) has an obligation to ensure the health and safety of staff, as well as Board members, community members, and others conducting business with the SLRD. As the SLRD prepares to transition into Stage 2B of its COVID-19 Reopening Plan, and as directed by the Provincial Health Officer in July 2021, the SLRD is implementing this Communicable Disease Prevention Plan (CDPP) as a guidance document to be able to respond quickly to the communicable disease known as COVID-19 as well as new or seasonal communicable diseases in the workplace. Many of the measures implemented during the COVID-19 pandemic continue to be in place to ensure the reduction of the risk of transmission of communicable diseases.

This CDPP replaces the SLRD’s COVID-19 Safety Plan which was implemented in March 2020 and updated in July 2020, September 2020 and December 2020.

**2. UNDERSTANDING AND ASSESSING THE RISKS**

A communicable disease is an infectious disease that is transmissible by contact with infected individuals or their bodily discharges or fluids (such as respiratory droplets), spread by physical contact, by contact with a contaminated surface or object, or by travel through the air. In addition to COVID-19, some examples of communicable diseases that can circulate in a workplace include influenzas and noroviruses.

As vaccination levels against COVID-19 progress, and while the risk of transmission and severe outcomes is reduced, the risk of other communicable diseases being transmitted in the workplace is present and may be elevated from time to time or on a seasonal basis.

The SLRD will assess the risk of communicable diseases, including the resurgence of COVID-19, based on current information available during identified periods of elevated risk. The following table lists the primary sources for this information and the staff responsible for the regular review and monitoring of such information:

<b>Information Source:</b>	<b>Staff Responsible for Regularly Monitoring and Reviewing Information:</b>
Orders, guidance, notices, recommendations or other information issued by: <ul style="list-style-type: none"> <li>• Interior Health (affecting Electoral Areas A and B as well as District of Lillooet)</li> <li>• Vancouver Coastal Health (affecting Electoral Areas C and D as well as</li> </ul>	<ul style="list-style-type: none"> <li>➔ Chief Administrative Officer</li> <li>➔ Human Resources Manager</li> </ul>



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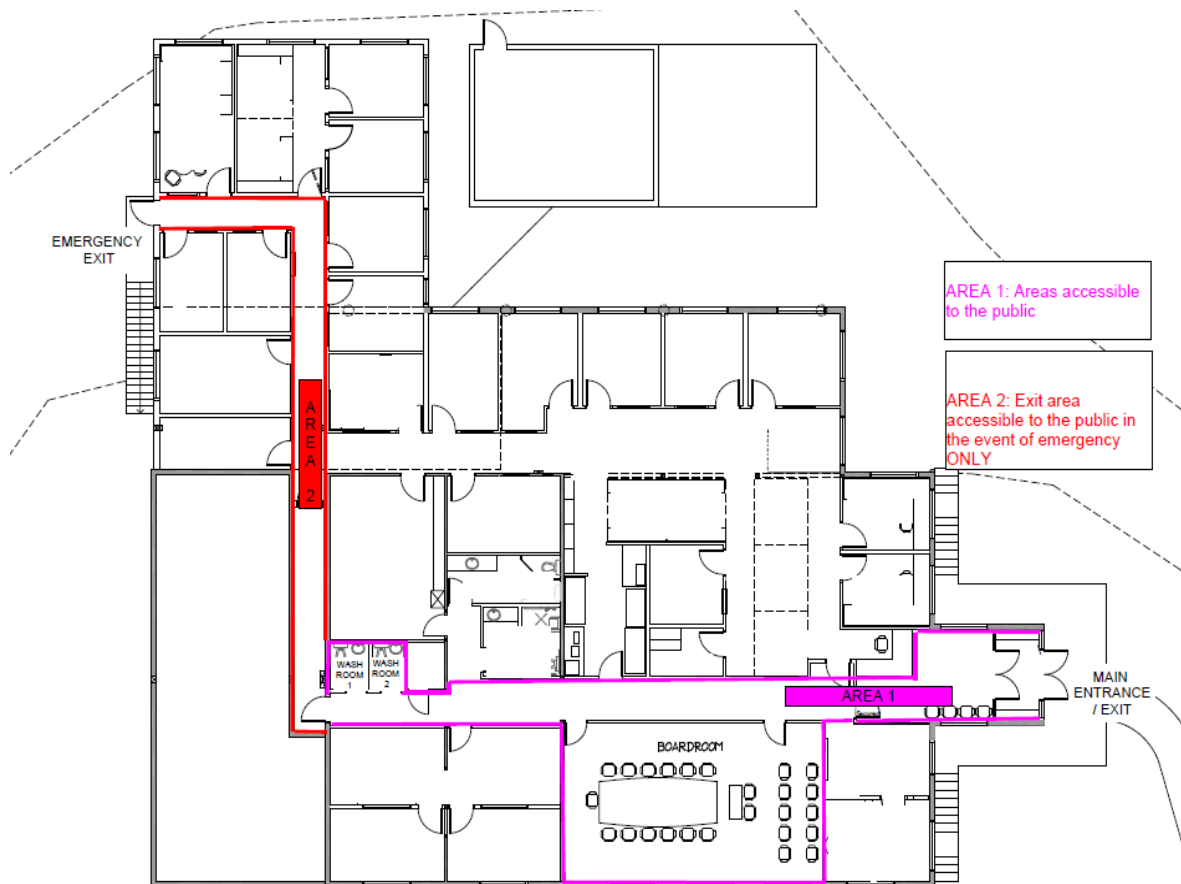
<p>District of Squamish, Resort Municipality of Whistler and Village of Pemberton);</p> <ul style="list-style-type: none"> <li>• The Office of the Provincial Health Officer (PHO);</li> <li>• Government of British Columbia, including the Ministry of Health;</li> <li>• WorkSafeBC</li> </ul>	
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The SLRD’s Occupational Health and Safety Committee is an active partner in workplace health and safety and may also be involved in the process for reviewing and assessing risks, and for making recommendations to the Chief Administrative Officer for communicable disease prevention protocols or strategies.

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Areas Designated for Public Access

For the purpose of this CDDPP, the diagram below illustrates the areas within the SLRD Administrative Office that are defined as being accessible to the public in order to access local government services or to watch or hear Board or Committee meetings or public hearings. These areas include: the front foyer area, the Boardroom, two assigned washrooms, and connecting hallway in between these areas (highlighted in pink). The area that is highlighted in red is an alternate exit route, to be accessed only in the event of an emergency or as an alternative, if needed, to the main access. All other areas (i.e. that are not highlighted below) are authorized staff-only areas with no public access.

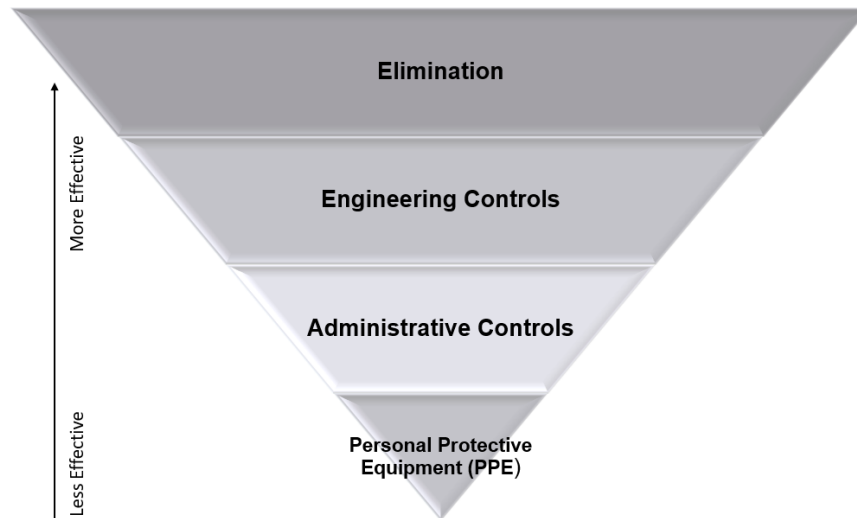


SLRD OFFICE FLOOR PLAN - AREAS DESIGNATED FOR PUBLIC ACCESS

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### 3. WORKPLACE MEASURES AND PROTOCOLS

To prevent the risk of transmission of communicable diseases in the workplace, measures and protocols should be implemented based on the Hierarchy of Control model — a framework containing different types of measures, with varying levels of effectiveness, to eliminate or reduce hazards:



Using the Hierarchy of Controls and based on best practices and measures recommended or mandated by the Office of the Public Health Officer and WorkSafeBC, the SLRD has established the following protocols in the workplace as set out in the table below. *(Please note that the protocols are subject to modification as required in response to the COVID-19 pandemic, or other periods where the risk of communicable disease transmission is high based on guidance or orders of provincial authorities.)*

<b>Elimination</b>	<ul style="list-style-type: none"> <li>➤ <b>Staying Home When Sick</b> For Staff: Ensuring that staff adhere to the following procedures: <ul style="list-style-type: none"> <li>• Monitoring for COVID-19, cold, flu or gastrointestinal-related symptoms prior to attending the SLRD Administrative Office. If</li> </ul> </li> </ul>
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	<p>experiencing symptoms, contacting their manager by phone, text or email prior to attending the SLRD Administrative Office .</p> <ul style="list-style-type: none"> <li>• Staying home if displaying symptoms of COVID-19 or other symptoms consistent with other communicable diseases.</li> <li>• If experiencing symptoms, contacting their doctor or 811 for guidance on self-isolating and returning to work.</li> <li>• If experiencing symptoms while at work, letting their manager know right away and returning home without delay.</li> <li>• Ensuring that managers: advise staff members to stay home if sick or go home if symptoms start while at work; and advise staff to contact their healthcare provider or call 811 for direction.</li> </ul> <p>For Others:</p> <ul style="list-style-type: none"> <li>• Requiring those attending the SLRD office to be symptom-free before entering and to leave immediately if symptoms begin.</li> </ul> <p>➤ <b>Virtual Meetings and Work from Home Options</b></p> <ul style="list-style-type: none"> <li>• Using technologies to hold and attend meetings virtually.</li> <li>• Enabling work from home arrangements where possible for staff who are experiencing symptoms or need to self-isolate.</li> </ul>
<p><b>Engineering Controls</b></p>	<ul style="list-style-type: none"> <li>➤ Permanent plexiglass barrier at the front counter. Consideration of installing physical barriers in other areas of the SLRD Administrative Office as required.</li> <li>➤ Hand sanitizer stations at the entrance of the SLRD Administrative Office, in the photocopier room, and in the SLRD Boardroom.</li> <li>➤ Ensuring that office ventilation systems are inspected, cleaned and maintained on a regular schedule or as recommended by building HVAC system professionals.</li> </ul>
<p><b>Administrative Controls</b></p>	<ul style="list-style-type: none"> <li>➤ <b>Hand and Personal Hygiene</b> <ul style="list-style-type: none"> <li>• Posting signage in the SLRD Administrative Office requiring staff to regularly wash and sanitize their hands.</li> <li>• Ensuring that adequate hand hygiene facilities and supplies are available and hand washing procedures are posted at every hand washing station.</li> <li>• Posting signage in the SLRD Administrative Office on how to cover coughs and sneezes and properly disposing of tissues and to avoid touching eyes, nose or mouth with unwashed hands.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>➤ <b>Cleaning Practices</b> <ul style="list-style-type: none"> <li>• Arranging daily weekday cleaning (5 days per week) of all office washrooms, meeting rooms, common areas and common workstations. This includes disinfection of high-contact touch surfaces (such as light switches, door handles/knobs, tables, paper towel dispensers, sanitizer handles, garbage can lids, soap dispensers, kitchen table, microwave controls, coffeemaker controls, etc.).</li> <li>• Posting signage and instructions for wiping down office equipment and tools after use.</li> <li>• Posting signage and instructions for loading dishes into the dishwasher and cleaning dishes immediately after use.</li> </ul> </li> <li>➤ <b>Symptom Screening Checks</b> <ul style="list-style-type: none"> <li>• Continuing to require all staff to complete the COVID-19 Screening Checklist daily, prior to reporting to work.</li> <li>• Implementing symptom screening checks as required during heightened transmission periods for other communicable diseases.</li> </ul> </li> <li>➤ <b>Other Measures in the SLRD Administrative Office</b> <ul style="list-style-type: none"> <li>• Staff should consider virtual meetings whenever possible.</li> <li>• Encouraging personal distancing and posting occupancy limit signs in meeting spaces and common areas where applicable; Adhering to occupancy limits as mandated by provincial authorities.</li> <li>• Where possible, propping open interior doors during operating hours.</li> <li>• Ensuring that protocols are posted/communicated to all persons entering the SLRD Administrative Office.</li> <li>• For SLRD vehicle use, avoiding non-essential travel when mandated. Where travel is required, limiting use to single occupancy trips and ensuring that vehicle users disinfect the steering wheel, gearshift, and radio controls before and after each use.</li> </ul> </li> </ul>
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<b>Non-Medical Masks</b>	<p>➤ <b>Masks</b></p> <ul style="list-style-type: none"> <li>In accordance with the current PHO <i>Face Coverings</i> Order and until further notice, masks in public-designated areas are required at all times. During this time, as an additional precautionary measure, staff are also required to wear masks in office common areas (hallways, washrooms, photocopier area, meeting rooms etc.).</li> </ul>
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Modified Procedures for Board and Committee Meetings

Until further notice, modified procedures for Board and Committee meetings are in effect. These procedures will be reviewed and updated as required as COVID-19 case numbers increase or decrease and as orders and guidance evolve.

**Capacity Limits and Boardroom Layout:**

- To avoid congestion and allow for personal spacing, the maximum capacity in the main entrance front foyer will be limited to 3 people.
- To allow for personal spacing during meetings, the SLRD Boardroom capacity will be limited to 18 people. This includes the public gallery area, which will be limited to 5 seats. A sample layout for Board meetings is provided in the diagram below.
- For the setup of smaller meetings, spacing between chairs will be maximized to allow for personal spacing between meeting attendees.

**Food and Beverage:**

- Board members will be served lunch in the Boardroom and will be asked to remain in the Boardroom while eating lunch. The Boardroom will be closed to the public during this time, and staff involved with any meeting are to eat lunch in their own office, the lunchroom or go offsite for lunch.
- Hand sanitizer will be made available at the food and beverage station in the Boardroom.
- Hand sanitizing or washing signage will be posted.

**Sample Boardroom Layout for Board Meetings (Not to scale):**

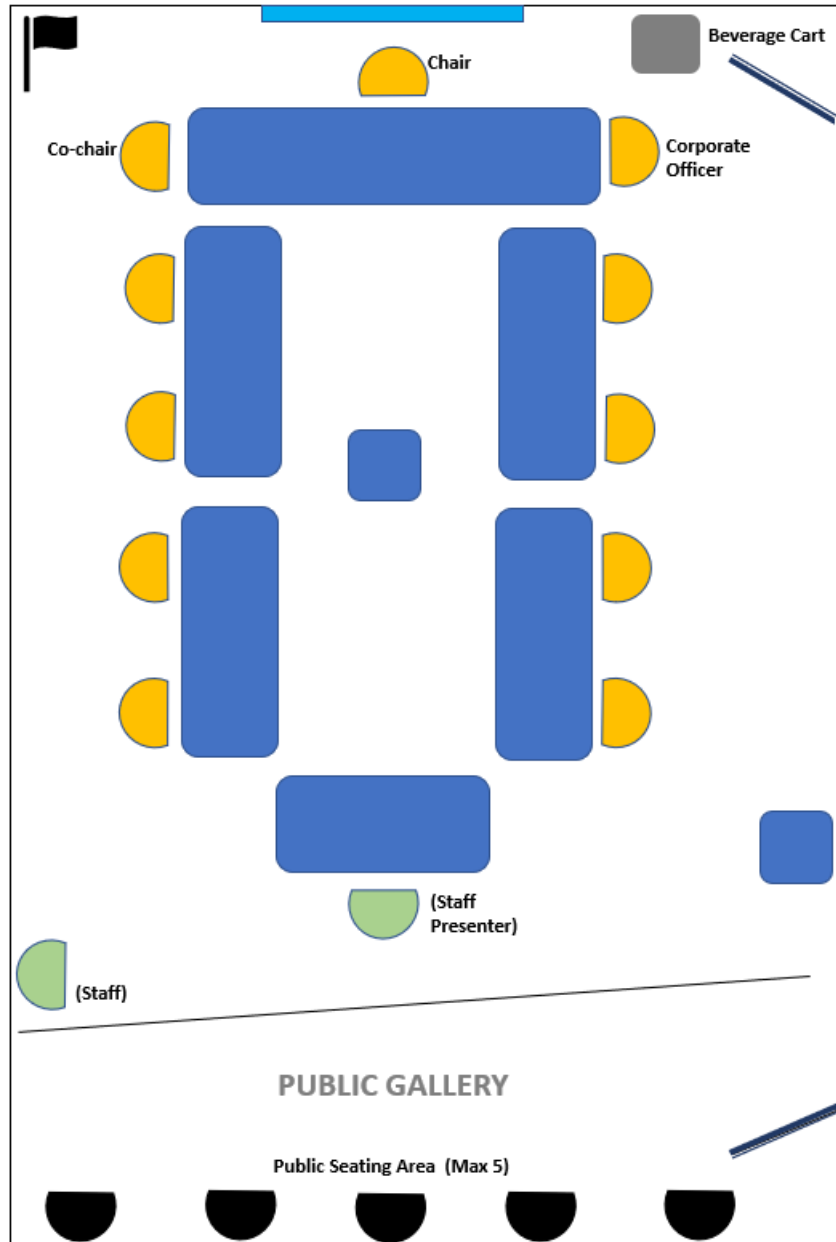
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#### 4. COMMUNICATION

The SLRD will communicate the measures in this CDDPP to staff, Board members, community members, and others conducting business or interacting with the SLRD as follows:

Staff:	Board Members, Delegations or other speakers at meetings:	Community Members and Others:
<ul style="list-style-type: none"> <li>• All Staff emails</li> <li>• New staff onboarding and orientation session</li> <li>• Posted signage and electronically distributed as required</li> <li>• Announcement during team or flagpole meetings.</li> <li>• Discussions with or reminders from their manager.</li> <li>• Via SLRD policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Emails to Board members.</li> <li>• Emails to delegations or speakers.</li> <li>• SLRD website (“Notices” page).</li> <li>• Posted signage .</li> </ul>	<ul style="list-style-type: none"> <li>• The SLRD website (“Notices page”).</li> <li>• Posted signage.</li> <li>• A paper copy available at the main entrance of SLRD Administrative Office.</li> <li>• As new orders or guidance become available specific measures and protocols may be communicated via SLRD social media postings (e.g. Facebook).</li> <li>• Other communications.</li> </ul>

#### Privacy and Confidentiality

An individual’s medical information is private and confidential. In situations where a staff member becomes aware of someone with a communicable disease or of someone exhibiting communicable disease symptoms (including themselves), identifying information about the individual with the disease or exhibiting symptoms is not to be released. Staff can contact the Human Resources Manager with any questions or concerns they may have regarding issues surrounding communicable disease in the workplace.

#### 5. MONITORING AND MODIFYING THIS PLAN

Any concerns, issues or suggestions related to the measures, protocols and practices detailed in this CDDPP should be raised with the Chief Administrative Officer or the Human Resources Manager.

The Human Resources Manager, in conjunction with the Joint Occupational Health and Safety Committee will conduct periodic inspections to ensure that measures and protocols outlined in this plan are in place, and being followed and maintained.

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The SLRD will assess communicable disease risk levels as required and will review and update measures detailed in this plan in accordance with:

- guidance and recommendations from local health authorities;
- orders and guidance from the Provincial Health Officer;
- WorkSafeBC; or
- as the SLRD otherwise deems a review is warranted;

Prevention measures or protocols may be rescinded or implemented upon approval by the Chief Administrative Officer.

Updates to this CDPP will be recorded in the “Version History” section at the end of this document.

## **6. VACCINATIONS**

The SLRD supports public health’s recommendations on vaccinations in order to prevent the spread of COVID-19 and other communicable diseases. To reduce illness, disability and death due to pandemic or communicable diseases, the SLRD may promote public vaccination programs. To support employee participation in such programs, the SLRD may send out communications and program information to encourage employee participation in these programs.

On September 13, 2021, an Order of the Office of the Public Health Officer came into effect that requires proof of vaccination to access social and recreational settings and events. This Order does not apply to formal local government business including board meetings, by-elections, public hearings and open houses. The SLRD will continue to monitor this Order and any subsequent orders and provincial guidance relating to proof of vaccination and will modify this CDPP as needed.

## **7. EMPLOYEE MENTAL HEALTH AND WELLBEING**

The SLRD recognizes that during pandemic periods or periods where the risk of transmission of communicable diseases is heightened, staff may experience additional stress and anxiety which can affect overall mental health. Staff are encouraged to practice self-care and speak to their manager or the Human Resources Manager and/or seek assistance from the SLRD’s Employee Assistance Program (EAP) as needed.

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Version History

Version	Date	Updates
1	29-Sept-2021	(Version 1 implemented)

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