



# ESS Communicable Diseases Policy and Plan

## 1.0 General Requirements

ESS is committed to providing a safe and healthy workplace; this includes reducing exposure to biological hazards such as 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 one person to another. Examples of communicable diseases include influenza, measles, norovirus, coronavirus, HIV, Hepatitis A, B & C, salmonella, and other food-borne illnesses. (For a list of communicable diseases that may affect ESS employees, see Section 1.10 Communicable Diseases).

## 1.1 Employer Responsibilities

- Make sure that an exposure control plan (ECP) or communicable disease plan (CDP) is available to employees.
- Ensure supervisors and employees are educated on the ECP and/or CDP.
- Provide all appropriate PPE to minimize exposure to biological hazards and ensure that employees wear the appropriate PPE for the job. For example:
  - Safety glasses, disposable gloves, and face mask for first aid attendants
  - Disposable gloves for safe disposal of sharps or employees using bleach
- Conduct an annual review of the exposure control plan and its effectiveness.
- Keep training records.

## 1.2 Manager Responsibilities

- Make this ECP available to employees who are potentially exposed to biological hazards.
- Ensure employees receive appropriate and adequate training in this exposure control plan.
- Ensure employees are following the applicable safe work procedures.
- Ensure employees who have harmful contact with blood or body fluids report to the hospital within 2 hours of the event.
- Advise potentially exposed employees that Hepatitis B vaccination are available via their benefits
- Ensure that prompt, accessible first aid and medical attention is available.
- Provide all appropriate PPE to minimize exposure to biological hazards and ensure that employees wear the appropriate PPE for the job. For example:
  - Safety glasses, disposable gloves, and face mask for first aid attendants
  - Disposable gloves for safe disposal of sharps or employees using bleach
- Conduct an annual review of the exposure control plan and its effectiveness, identify additional occupations that need to be added to this ECP.
- Keep records.

## 1.3 Employee Responsibilities

- Know the hazards of the workplace.
- Follow the safe work procedures as directed by the employer or supervisor.
- Use any required PPE as instructed.
- Report any unsafe conditions or acts to the supervisor.



- Know how and when to report exposure incidents.

## 1.4 JOHSC Responsibilities

- Review the risk assessments and plans annually with the employer and update as required.
- Review accident investigations reports following harmful contact with blood or body fluids.

## 1.5 Communicable Disease Prevention

Per WorkSafeBC, the following steps can help workplaces prevent biological hazards and communicable diseases. For more information on communicable disease prevention, see [Communicable disease prevention: A guide for employers](#).

### 1.5.1 Risk Identification and Assessment

Understand the risk for employees:

- ESS will monitor and review communicable disease-related information issues by the regional medical health office related to the related to education settings. The Parish Education Committee and the Health and Safety Committee will meet in this regard monthly.

### 1.5.2 Implement Controls Procedures

Implement measures, practices, and policies to reduce the risk:

- Engineering and work practice controls established to minimize or eliminate the potential for exposure to communicable diseases.
- Personal protective equipment worn to shield employees from biological hazards and communicable diseases.
- Housekeeping practices designed to keep the workplace clean and free from spills of biological hazards and communicable diseases.
- All regulated waste is disposed of in accordance with federal, provincial, and local regulations.
- Building ventilation is adequate and ventilation systems are properly maintained and functioning as designed.

The following procedures is available to employees:

#### Hand Washing

Hand sanitizer and/or wash stations will be provided at all entrances to ensure visitors and clients can sanitize when they enter the facility. Anyone who enters the facility must wash or sanitize their hands or they will not be allowed to enter.

Lathering with soap and scrubbing your hands for 20 seconds is important to this process because these actions physically destroy germs and remove germs and chemicals from your skin. When you rinse your hands, you wash the germs and chemicals down the drain.

If you do not have soap and water, use a hand sanitizer with at least 60% alcohol. Please see below for when you should use Soap and Water or Hand Sanitizer.

## When should I use?

### Soap and Water

- **Before, during, and after** preparing food
- **Before** eating food
- **Before and after** caring for someone who is sick with vomiting or diarrhea
- **Before and after** treating a cut or wound
- **After** using the toilet
- **After changing diapers, or cleaning up a child who has used the bathroom**
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage
- If your hands are visibly dirty or greasy

### Alcohol-based Hand Sanitizer

- **Before and after** visiting a friend or loved one in a hospital or nursing home, unless the person is sick with *Clostridioides difficile* (if so, use soap and water to wash hands).
- If soap and water are not readily available, use an alcohol-based hand sanitizer that contains **at least 60% alcohol**, and wash with soap and water as soon as you can.

**DO NOT** use hand sanitizer if your hands are visibly dirty or greasy—for example, after gardening, playing outdoors, fishing, or camping. If a handwashing station is available, wash your hands with soap and water instead.

### HOW TO HAND WASH



1  
Wet hands with warm (not hot or cold) running water



2  
Apply liquid or foam soap



3  
Lather soap covering all surfaces of hands for 20-30 seconds



4  
Rinse thoroughly under running water



5  
Pat hands dry thoroughly with paper towel



6  
Use paper towel to turn off the tap

### HOW TO USE HAND RUB



1  
Ensure hands are visibly clean (if soiled, follow hand washing steps)



2  
Apply about a loonie-sized amount to your hands



3  
Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)



## Coughing/Sneezing Etiquette

Children will be taught, and clients will be reminded of, proper cough/sneeze etiquette.

Cough/Sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing
- Use tissues to contain secretions, and dispose of them promptly in a waste container
- Turn your head away from others when coughing or sneezing
- Wash hands regularly

## Donning and doffing of Disposable Gloves



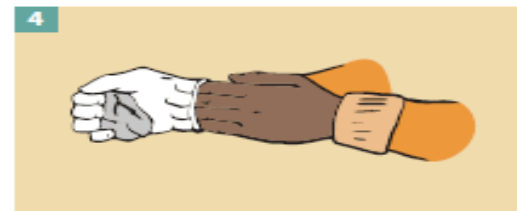
1 With both hands gloved, grasp the outside of one glove at the top of your wrist, being careful not to touch your bare skin.



2 Peel off this first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.



3 Hold the glove you just removed in your gloved hand.



4 With your ungloved hand, peel off the second glove by inserting your fingers inside the glove at the top of your wrist.



5 Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second.



6 Dispose of the gloves safely. Do not reuse the gloves.



7 Clean your hands immediately after removing gloves and before touching any objects or surfaces.



## **First Aid Protocols**

OFAA COVID-19 Protocols

<https://www.worksafebc.com/en/about-us/news-events/announcements/2020/June/new-resource-for-first-aid-protocols-during-covid-19-pandemic>

## **Other Protocols**

- Post Exposure Management – What to Do If an Exposure Occurs
- Spill Cleanup and Decontamination
- Responding to an Exposure

ESS will ensure that the above procedures are available to employees at September staff meetings and training workshops.

### **1.5.3 Communicate with Employees**

Communication to employees of the control measures in place is essential. Communication means ESS will:

- Ensure all employees understand the control measures.
- Adequately train employees on all relevant communicable diseases policies and procedures (sick policy, working from home guides, etc.)
- Post relevant signage at all building entry points.

Ensuring supervisors and managers are knowledgeable of the measures and enforce them.

### **1.5.4 Monitor the workplace**

Monitor the workplace and update measures, practices, and policies as necessary:

- Continuously evaluate and update controls (measures, policies, and procedures) to reflect changing risk levels.

ESS will continuously evaluate the workplace and its controls by reviewing local health authorities' guidelines and protocols for schools in BC grades K-7.

## **1.6 JOHSC Involvement**

The JOHSC must be consulted on any risk assessments, plans, control measures and procedures that are completed prior to implementation.

## **1.7 Education and Training**

Employee education and training are essential to health and safety in the workplace. ESS will ensure all employees receive adequate training, supervision, and instruction to conduct their work safely.

Adequately trained employees should be able to answer four questions:

- What are the biohazards of your work?
- What precautions are required to prevent exposure?
- What must you do in case of an emergency?
- Where would you go for further information?



Trained and educated employees should have the knowledge required to eliminate potentially hazardous incidents. The education and training must be appropriate to the employees' educational level, literacy, and language. It should include at least the following topics:

- Applicable sections of the Regulation.
- Explanation of biological hazards (i.e., communicable diseases), their symptoms, modes of transmission, and long-term effects.
- The exposure control plan and where to access it.
- Inventory of tasks and procedures that may expose the employee to biological hazards.
- Control measures to eliminate or minimize the risk of exposure.
- Personal protective equipment, including availability, location, selection, use, limitations, care, cleaning and decontamination, inspection, maintenance, and storage.
- Vaccinations
- Emergency procedures in case of an exposure incident: getting first aid and medical attention and reporting the incident.

### 1.8 Sick Policy

Employees are not permitted to come to work while sick. ESS, as an employer, has a duty and obligation to ensure the health and safety of its employees and therefore reserves the right to send employees home if they come to work while ill.

### 1.9 Periods of Elevated Risk

ESS will thrive to limit indoor gatherings and provide other methods of building community and communicate information to families.

### 1.10 Communicable Disease List

<b>Viruses</b>	
Viruses are tiny pathogens that contain genetic material. Unlike other pathogens, they lack the complex structure of a cell. To replicate, they must enter the cells of other living beings. Once inside, they use the cell's machinery to make copies of themselves.	
Chicken Pox (Varicella)	<p>Chickenpox is a highly contagious disease caused by the varicella-zoster virus (VZV). It can cause an itchy, blister-like rash. Chickenpox can be serious, especially in babies, adolescents, adults, pregnant women, and people with bodies that have a lowered ability to fight germs and sickness (weakened immune system).</p> <p><b>Symptoms</b> can include:</p> <ul style="list-style-type: none"> <li>• Fever</li> <li>• Tiredness</li> <li>• Loss of appetite</li> <li>• Headache</li> <li>• Itchy, fluid-filled blisters</li> </ul> <p><b>Transmission:</b> A person can catch chicken pox by touching or breathing in the viral particles that come from blister of already infected individuals.</p>



Coronavirus	<p>Coronaviruses are a large family of viruses that usually cause mild to moderate upper-respiratory tract illnesses, like the common cold. However, three new coronaviruses have emerged from animal reservoirs over the past two decades to cause serious and widespread illness and death.</p> <p><b>Symptoms</b> can include:</p> <ul style="list-style-type: none"><li>• Fever or chills</li><li>• Cough</li><li>• Shortness of breath</li><li>• Muscle or body aches</li><li>• Loss of taste or smell</li></ul> <p><b>Transmission:</b> A person can catch coronaviruses the same way they by inhaling contaminated droplets from the cough or sneeze of another person. Similarly, COVID-19 is spread by people touching their nose, eyes, or mouth after touching items or surfaces that have come into contact with the virus.</p>
HIV	<p>HIV attacks the immune system of its host. This makes the person vulnerable to other infections and diseases.</p> <p><b>Transmission:</b> A person can contract HIV as a result of contact with blood or other body fluids. The only way a person can be certain they have HIV is to have an HIV test.</p>
Hepatitis B	<p>A virus that causes inflammation of the liver and can be transmitted when blood, semen or other body fluids enter the body. HBV can survive outside the body for up to 7 days.</p> <p><b>Transmission:</b> HBV is transmitted through exposure to infected blood, semen or body fluids. Transmission can occur during birth (mother to baby), sexual contact with an infected partner, sharing needles, syringes, sharing personal items (razors, toothbrushes), direct contact with infected blood or open sores, exposure to blood from needle sticks or other sharp instruments.</p>
Hepatitis C	<p>A virus that causes inflammation of the liver. It can start an acute infection (short-term) but can remain in the body and cause chronic (long-term) liver problems. There is no vaccine for the prevention of HCV.</p> <p><b>Transmission:</b> HCV is primarily transmitted through exposure to infected blood. HCV can survive at room temperature, on surfaces, for up to 3 weeks.</p>



<p>Influenza</p>	<p>Influenza viruses are infections that attack the respiratory system.</p> <p><b>Symptoms</b> can include:</p> <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Stuffy or runny nose</li> <li>• Sore throat</li> <li>• Cough</li> <li>• Headaches</li> <li>• Muscle or body aches</li> <li>• Fatigue</li> </ul> <p><b>Transmission:</b> A person can catch influenza viruses the same way they by inhaling contaminated droplets from the cough or sneeze of another person. Similarly, influenza is spread by people touching their nose, eyes, or mouth after touching items or surfaces that have come into contact with the virus.</p>
<p>Norovirus</p>	<p>Norovirus is a very contagious virus that causes inflammation of the stomach or intestines. A person usually develops symptoms 12 to 48 hours after being exposed to norovirus.</p> <p><b>Symptoms</b> can include:</p> <ul style="list-style-type: none"> <li>• diarrhea</li> <li>• vomiting</li> <li>• nausea</li> <li>• stomach pain</li> </ul> <p><b>Transmission:</b> A person can catch norovirus by ingesting contaminated food or drink. Similarly, norovirus can spread by people touching their nose, eyes, or mouth after touching items or surfaces that have come into contact with the virus or having direct contact with someone who is infected.</p>
<p>Measles (Rubella)</p>	<p>Measles is childhood acute viral respiratory illness.</p> <p><b>Symptoms</b> can include:</p> <ul style="list-style-type: none"> <li>• High fever</li> <li>• Cough</li> <li>• Runny nose</li> <li>• Red/watery eyes</li> <li>• Tiny white spots (Koplik spots) in the mouth</li> <li>• rash</li> </ul> <p><b>Transmission:</b> A person can catch measles by inhaling contaminated droplets from the cough or sneeze of another person. The virus can live up to two hours in contaminated air or on a surface.</p>
<p>Meningitis (Viral)</p>	<p>Meningitis is the inflammation of the membranes that surround and protect the brain and spinal cord. Viral meningitis is the most common type of meningitis.</p>





	<p>Most people get better on their own without treatment.</p> <p><b>Symptoms</b> can include:</p> <ul style="list-style-type: none"><li>• Fever</li><li>• Headache</li><li>• Stiff neck</li><li>• Sensitivity to bright light</li><li>• Sleepiness or trouble waking from sleep</li><li>• Nausea</li><li>• Irritability</li><li>• Vomiting</li><li>• Lack of appetite</li><li>• Lethargy</li></ul> <p><b>Transmission:</b> The enteroviruses that cause meningitis can spread through direct contact with saliva, nasal mucus, or feces. Non-polio enteroviruses are the most common cause of viral meningitis. Other viruses that can cause meningitis are</p> <ul style="list-style-type: none"><li>• Mumps virus</li><li>• Herpesviruses, including Epstein-Barr virus, herpes simplex viruses, and varicella-zoster virus (which causes chickenpox and shingles)</li><li>• Measles virus</li><li>• Influenza virus</li><li>• Arboviruses, such as West Nile virus</li><li>• Lymphocytic choriomeningitis virus</li></ul>
Mumps	<p>Mumps is a contagious disease that is caused by a virus.</p> <p><b>Symptoms</b> can include:</p> <ul style="list-style-type: none"><li>• Fever</li><li>• Headache</li><li>• Muscle aches</li><li>• Tiredness</li><li>• Loss of appetite</li><li>• Swollen/tender salivary glands (approximately 16-18 days after infection)</li></ul> <p><b>Transmission:</b> A person can catch mumps by inhaling contaminated droplets from the cough or sneeze of another person. Similarly, mumps is spread by people touching their nose, eyes, or mouth after touching/sharing items that have come into contact with the virus.</p>
Rhinovirus	<p>Rhinoviruses are a group of viruses that are responsible for the common cold.</p>



	<p><b>Symptoms</b> can include:</p> <ul style="list-style-type: none"> <li>• a stuffy or runny nose</li> <li>• sore throat</li> <li>• headache</li> </ul> <p><b>Transmission:</b> A person can catch a rhinovirus by inhaling contaminated droplets from the cough or sneeze of another person. Similarly, rhinoviruses spread by people touching their nose, eyes, or mouth after touching items or surfaces that have come into contact with the virus.</p>
<b>Bacteria</b>	
<p>Bacteria are microscopic, single-celled organisms. They exist in almost every environment on earth, including inside the human body. Many bacteria are harmless, and some help the body to function. However, bacteria can also cause infections that damage the body.</p>	
<p>Meningitis (Bacterial)</p>	<p>Meningitis is the inflammation of the membranes that surround and protect the brain and spinal cord. Bacterial meningitis is serious.</p> <p><b>Symptoms</b> can include:</p> <ul style="list-style-type: none"> <li>• Fever</li> <li>• Stiff neck</li> <li>• Sensitivity to bright light</li> <li>• Nausea/Vomiting</li> <li>• Confusion</li> </ul> <p><b>Transmission:</b> Caused by bacteria spread person-to-person. Several types of bacteria can cause bacterial meningitis. These include Streptococcus pneumoniae, Group B Streptococcus, Haemophilus influenzae, Listeria monocytogenes and Escherichia coli.</p>
<p>Salmonella and Escherichia coli (E. coli)</p>	<p>Salmonella and Escherichia coli (E. coli) are two different types of bacteria that can infect the digestive system.</p> <p>These are typically spread through contaminated foods, such as uncooked meats and unwashed fruits and vegetables. Some symptoms of these infections include:</p> <ul style="list-style-type: none"> <li>• abdominal cramps</li> <li>• diarrhea</li> <li>• fever</li> <li>• headache</li> </ul>
<p>Tuberculosis (TB)</p>	<p>Tuberculosis (TB) is a bacterial infection that primarily attacks the lungs.</p> <p><b>Symptoms</b> can include:</p>



	<ul style="list-style-type: none"> <li>• a cough continuing for more than three weeks</li> <li>• loss of appetite</li> <li>• unintentional weight loss</li> <li>• fever</li> <li>• chills</li> <li>• night sweats</li> </ul> <p><b>Transmission:</b> A person can catch TB by inhaling tiny droplets or “aerosols” from the cough or sneeze of a person who has the infection. However, the American Lung Association state that while TB is contagious, it does not easily spread from person to person.</p>
<b>Fungi</b>	
<p>Fungi are a type of organism that includes yeasts, moulds, and mushrooms. There are millions of different fungi, but only around 300 cause harmful illnesses. Fungal infections can occur anywhere in the body, but they commonly affect the skin and mucus membranes.</p>	
Ringworm	<p>Ringworm is a common fungal infection of the skin.</p> <p><b>Symptoms:</b> The characteristic symptom of ringworm is a red or silver ring-shaped rash. It may be dry, scaly, or itchy.</p> <p><b>Transmission:</b> People may contract ringworm in the following ways through close contact with a person who has ringworm. Alternatively, they can catch it from sharing towels, bedding, or other personal items with a person who has ringworm. Without treatment, ringworm may spread to other parts of the body.</p>
Athletes Foot	<p>Athlete’s foot is a common fungal infection that affects the skin on the feet.</p> <p><b>Symptoms:</b> It typically causes sore or itchy white patches between the toes.</p> <p><b>Transmission:</b> People can contract athlete’s foot through direct contact with someone who has the fungus or surfaces that have been in contact with the fungus.</p>
Candida Audis	<p>Candida Auris is an emerging fungus that presents a serious global health threat.</p> <p>It is often multidrug-resistant, meaning that it is resistant to multiple antifungal drugs commonly used to treat Candida infections. Some strains are resistant to all three available classes of antifungals.</p>
Scabies	<p>Scabies is an infestation of the skin by the human itch mite. The microscopic scabies mite burrows into the upper layer of the skin where it lives and lays its eggs.</p>



**Symptoms:** The most common symptoms of scabies are intense itching and a pimple-like skin rash. The scabies mite usually is spread by direct, prolonged, skin-to-skin contact with a person who has scabies.

**Transmission:** Scabies can spread rapidly under crowded conditions where close body and skin contact is frequent. Institutions such as nursing homes, extended-care facilities, and prisons are often sites of scabies outbreaks. Child-care facilities also are a common site of scabies infestations.



## Communicable Diseases References

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[Communicable disease prevention: A guide for employers](#)
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