

Communicable Disease Prevention Plan

Last Updated: July 20, 2021

Understand the risk.

Document your process for monitoring and reviewing communicable disease-related information issued by your regional medical health officer or the provincial health officer. This should include the person responsible for reviewing and monitoring information as well as the process and/or frequency for the information review.

The ACLD will ensure that their updated COVID-19 communicable disease prevention plan is available and accessible at their front entrance and our website. Each week a staff member of the ACLD staff (for the month of July and August, the staff member will be Sarah Genge) will review the *Communicable Disease Prevention Guide* and the *Province Wide Restrictions*, to confirm that all COVID-19 protocols and policies are being followed. These policies include but are not limited to: work-from-home arrangements, physical distancing, masks, enhanced cleaning and disinfection, and signage.

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

Implement policies to support staff who have symptoms of communicable disease so they can avoid being in the workplace when sick.

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. It is strongly requested that a staff member, volunteer or board member at the ACLD stay at home when they have the following symptoms: fever, dry cough, tiredness, aches and pains, sore throat, headache, loss of smell or taste, difficulty breathing or shortness of breath and loss of speech or movement.

If a staff member, volunteer or board member is feeling symptomatic, they are to abide by the following procedure:

1. Notify other staff members of illness and stay at home.
2. Seek medical care if the symptoms persist
3. Access work files remotely and work from home if capable.
4. Arrange video conferencing as needed.
5. Return to work once symptoms have stopped.

Provide hand-hygiene facilities and appropriate supplies.

Use policies and signage to remind workers to wash their hands and to cover coughs and sneezes.

The ACLD will communicate the appropriate practices by having the following resources available at the front entrance, in each washroom, in the gymnasium, in the office and classroom: *Prevent the spread of communicable disease, Handwashing, Prevent the spread of communicable disease, Cover coughs and sneezes.* At the front entrance a sign-in sheet, hand sanitizer and masks will be abundant and available. A designated staff member will ensure each week that supplies are refreshed. Hand sanitizer will also be available in the classroom.

Maintain a clean environment through routine cleaning processes that are appropriate for your industry and work practices.

What is the cleaning schedule at your workplace? Who is responsible for cleaning? Do cleaners have appropriate supplies and training to do their jobs effectively and safely?

Each week a cleaner thoroughly cleans the entire art gallery. Every day that a class is held at the ACLD, towards the end of the day, a designated staff member will clean high-touch areas in the classroom and office, such as: pens, counters, tables, doorknobs, light switches, handles, stair rails, desks, keyboards, phones, faucets, and sinks. When using cleaning products, the designated staff member will follow this procedure:

- Check the product label to see what PPE (such as gloves, glasses, or goggles) is required based on potential hazards.
- Ensure adequate ventilation (for example, open windows).
- Use only the amount recommended on the label.
- If diluting with water is indicated for use, use water at room temperature (unless stated otherwise on the label).
- Label diluted cleaning or disinfectant solutions.
- Store and use chemicals out of the reach of children and pets.
- Do not mix products or chemicals.
- Do not eat, drink, breathe, or inject cleaning and disinfection products into your body or apply directly to your skin. They can cause serious harm.
- Do not wipe or bathe people or pets with any surface cleaning and disinfection products.

Additional measures.

To ensure that our community remains healthy, ACLD staff, volunteers, and contractors, including all art instructors, will continue to wear masks while occupying common areas indoors. Patrons taking classes or visiting our gallery are strongly requested to wear a mask at all times within our facility.

Each day (during the summer), the art gallery will open their office and classroom windows and operate portable fans in order to ensure well ventilated spaces.

Communicate measures, policies and procedures.

How are measures communicated at the workplace? How are supervisors made aware of changes to measures? Identify any workplace signage used to communicate measures?

For board and staff members, communication of new measures and policies will be discussed at each ACLD board meeting, passed on to staff, volunteers, and contractors by email, and posted on our website. The following posters will be posted at front entrances of each room in our building: *How to use a mask, Handwashing, and Cover coughs and sneezes*. This form, *Communicable disease prevention: A guide for employers*, will be posted in an accessible place at the ACLD's front entrance.

Monitor your workplace and update your plan as necessary.

What process is in place at your workplace to monitor what measures are being followed? Where can workers go to escalate health and safety concerns? How are workers involved in the ongoing evaluation of measures at their workplace?

All staff and board members will receive updated COVID-19 policy information at our staff meetings which occur every three weeks. Signage and up-to-date policies will be readily available at the entrance of the ACLD. If employees have concerns about COVID-19 protocols, they can bring their concerns to the attention of the President (contact at president@ladysmtiharts.ca or 250-245-1252).