



SECTION: Health and Safety

POLICY: HS 12

DATE: November 2022

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COMMUNICABLE DISEASE PREVENTION POLICY

PREAMBLE

The Purpose of this policy is to develop the prevention policy for communicable diseases. The goal is to identify the requirements and procedures required to control the spread of any infections at work while also maintaining safe operations of the business.

This Policy is to serve during COVID-19 and moving forward. Safety measures will remain in effect until such time as Legislation advises otherwise.

Contact Brant aims to provide guidance for safe operations regarding communicable disease through this Policy by educating its employees of the symptoms, infection prevention and control, and compliance with hygiene guidelines. In addition, this Policy sets out the Business's legal obligations under applicable legislation, as well as steps the Business will take to limit the risk of infection and communicable diseases in the workplace.

POLICY

Contact Brant is committed to the health, safety, and well-being of its employees and all individuals who enter the premises.

PROCEDURES

1. Employer Roles and Responsibilities: Communicable diseases present a risk to the Health and Safety of all employees; employers have a legal obligation to take all reasonable steps to address and manage this risk. Contact Brant is responsible for making sure the workplace is safe and, preventing and reducing transmission among employees, maintaining a healthy business operation and work environment. Contact Brant will take the following steps (but not limited to) to ensure our workplace environment is safe:
 - Provide training to all workplace staff on the reporting procedures of communicable diseases
 - Review policy with employees
 - Based on hazard assessment, provide appropriate Personal Protective Equipment (PPE) to staff. Face masks, gloves, face shields and goggles if required
 - Ensure appropriate ventilation of the workplace and the HVAC system is in good working order

- Encourage good and proper hygiene practices are in place
 - Ensure steps are taken to ensure the cleanliness of all work areas
 - Advise employees to immediately inform their manager if they or somebody they have been with has been in close contact with a person who has tested positive for COVID-19
 - Ensure any staff member returning from vacation, business trip, etc. understand any quarantine guidelines
 - Ensure any staff member who exhibits symptoms of any communicable disease understand the quarantine guidelines.
2. Supervisors and Managers Roles and Responsibilities: Supervisors will be held responsible for the Health and Safety of the employees under their supervision. Duties include, but are not limited to:
- Ensure this Policy is implemented and adhered to in the workplace
 - Monitor employees for possible signs for disease symptoms
 - Ensure that any employee who exhibits symptoms leave the worksite immediately and seek medical advice
 - Ensure the appropriate PPE is used in the office setting, lunchroom, etc. at all times
 - Advise employees of control measures put in place to protect staff
 - Protect the privacy of all staff who may have to leave the workplace due to symptoms or diagnosis.
3. Employee Roles and Responsibilities: As per legislation, all employees must protect their own Health and Safety by working in compliance with requirements, any established health and safety policies and safe work practices and procedures. Duties include, but are not limited to:
- Adhere to the requirements of this Policy
 - Make yourself aware of any symptoms related to communicable diseases
 - Advise Supervisor or Management if diagnosed or are exhibiting symptoms of COVID-10 or any other disease
 - Quarantine as per legislative guidelines until clear of symptoms
 - Practice good social hygiene protocols.
4. Joint Health and Safety Committee Roles and Responsibilities:
- Ensure employees are aware of symptoms of COVID-19
 - Ensure employees have been trained on the content of this policy
 - Ensure workplace inspections and investigations are done
 - Make recommendations for the improvement of the Health and Safety of all employees.
5. Reporting Procedures: If an employee is experiencing symptoms of a communicable disease while at work, they would immediately advise a manager

or supervisor. The following procedures should be followed:

- Employees experiencing symptoms will be sent home to recover
 - The self-isolation period will come into effect
 - Properly sanitize employees' workstations immediately with disinfecting supplies, using proper protocols
 - Do not allow this workstation to be used for 24 hours
 - Ensure to follow any further direction from Public Health.
6. Emergency and Public Orders: Contact Brant will comply with all emergency orders made by the government or Public Health officials in respect to:
- Limiting physical distancing and other measures designed to prevent the transmission of communicable diseases in the workplace.
 - Observing any closures ordered by the government or Public Health Officials
 - Observing all Public Health orders and OHS guidelines and be prepared to implement or maintain additional measures when the risk of communicable disease is elevated within the region.
 - Complying with any emergency or public health order, including quarantine or self-isolation because of a recent return from international or interprovincial travel.
7. Health and Safety Requirements: To prevent the spread of communicable disease, all employees are encouraged to practice good hygiene:
- Wash Hands using soap and water
 - Use alcohol-based hand sanitizer
 - Social distance
 - Cover coughs
 - Stay at home when ill or have symptoms of COVID-19
 - Frequently clean and disinfect all work areas, social areas, etc.
 - Organize the workspace to allow for social/physical distancing
 - Use barriers, guards, etc. within offices and meeting rooms
 - Use PPE as needed - For employees who have medical concerns in regards to wearing PPE, the employee must provide a medical note from a certified health practitioner.
8. Immunization: Contact Brant will support all provincial immunization protocols as directed by government and Public Health Officials.
9. Prevention and Control: It is the responsibility of Contact Brant to monitor all local, provincial and Federal Health and Safety Communications about regulations, guidance, and recommendations.