

PERSONNEL POLICY

TITLE: Communicable Illness		POLICY #: P-03-2020
Authority: Chief Administrative Officer		Effective Date: July 15, 2020 Review Date: Annually
Issued By: VOA Intern Issued Date: July 15, 2020 Revised: January 30, 2025 Resolution #:		Approved By: Chief Administrative Officer Approved Date: July 15, 2020 Resolution #: N/A

PURPOSE:

- Establish protocol to maintain the health and well-being of employees of the Village of Ashcroft (the “Village”) should a contagious virus threaten public health;
- Ensure staff are equipped with the necessary knowledge and resources to conduct work safely;
- Integrate daily preventative measures to protect the health and well-being of employees;
- Control the spread of illness.

DEFINITIONS:

As discussed herein:

“Pandemic” refers to the global outbreak of a contagious virus that is classified as such by the World Health Organization (WHO).

“Virus” refers to the specific contagion that has caused, or has the potential to cause, the pandemic/outbreak of concern.

“Public Health Authority” refers to British Columbian public health services that inform health protocol (i.e., Centre for Disease Control, Office of the Provincial Health Officer, Public Health Agency of Canada)

“World Health Authority” or “WHO” refers to the global entity that monitors the status of influenza around the world and issues pandemic alert phases as deemed necessary.

POLICY:

This policy concerns adjusting day-to-day operations during times of heightened public health risk in order to limit the spread of contagious virus. This policy applies to Village employees, volunteers, and elected or appointed officials who conduct work at Village facilities. In the event that a state of emergency with regard to public health is declared, this policy is to be adhered to while a contagion specific Safety Plan is designed utilizing Health Authority guidance.

1. Preventative practices to be used to lower the risk of a pandemic spread and a range of illness:

- a. Avoid touching eyes, nose, and mouth with unwashed hands;
 - b. Do not share objects that may facilitate the spread of infection (i.e., drinks, food, utensils, lip products);
 - c. Speak with a medical professional about receiving an annual flu shot and other available vaccines;
 - d. Practice recommended sneeze/cough etiquette (i.e., cough or sneeze into elbow, or tissue which is to be immediately discarded into a garbage can);
 - e. Wash hands with soap and hot water, particularly after using the restroom, and prior to eating. Use hand sanitizer or wash hands after coming in contact with frequently touched surfaces.
2. The Village will seek to identify up-to-date information from local, provincial, federal, and global authorities to mitigate the spread of infection. Information will be available to employees through internal bulletin boards, memos, or print-offs. Ongoing contact and support systems will be maintained.
 3. Village Staff will notify their manager if they, or someone with whom they have been in contact, have recently travelled to/from an area for which a Government of Canada travel health notice has been issued.
 4. In the event that a Village employee falls ill they will:
 - a. Refer to a self-assessment symptom tool and follow Health Authority guidelines;
 - b. Seek appropriate medical treatment and follow Health Authority guidelines and the advice of medical professionals, particularly as it relates to self-isolation, and quarantine.
 5. Paid and unpaid leave entitlement available to employees affected by a communicable illness will follow the Collective Agreement.
 6. In the Event of and Outbreak:
 - a. Visitors will be prohibited or limited in all Village facilities, in accordance with Health Authority recommendations
 - b. Cautionary signage will be posted advising visitors of safety measures and protocols in place
 - c. Occupancy limits will be posted and enforced
 7. The Village will make an effort to increase its virtual presence and ability for the public to conduct business online, through e-mail, over the phone, or through other no-contact alternatives
 8. Working from Home
 - a. In the event that a Public Health Authority recommends self-quarantine or self-isolation, the Village will allow opportunities for employees to conduct their responsibilities remotely if possible.

- b. Essential personnel who are unable to work from home will abide by WorkSafe BC protocol
 - c. Staffing resources and work schedule may be adjusted to better follow Public Health Authority guidance and allow employees to prioritize the health and well-being of themselves and those in their care.
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REVIEW:

This policy is subject to review to align with Public Health Authority recommendations and to abide by WorkSafe BC, the Provincial Health Officer, and World Health Organization best practice.

Review Dates:

October 11, 2023

November 28, 2024