

COMMUNICABLE DISEASE SAFETY POLICY

HR22

INTRODUCTION

The Communicable Disease Safety Policy outlines how the Trust will ensure safe business operations and reduce the risk of communicable disease through ongoing practices and additional measures at times of elevated risk.

OBJECTIVES

The objective of the Communicable Disease Safety Policy is to outline the Trust's commitment to reducing the risk of exposure, transmission and infection of communicable diseases in our workplace and outline the expectations of anyone who enters Trust offices. 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 COVID-19, norovirus and seasonal influenza.

ELIGIBILITY

This policy is applicable to all Trust employees.

POLICY

1. COMMITMENT

The Trust is committed to reducing the risk of exposure, transmission, and infection of communicable diseases at the office. To achieve this, the following practices are to be followed at all times, and additional measures can be implemented at times of elevated risk as identified by Public Health.

2. RESPONSIBILITIES

Employees must:

- a. Stay home when sick and follow public health recommendations.
- b. Notify their manager and go home if they become sick at work.
- c. Wash their hands upon arriving for work and before and after breaks, after handling common material, tools or equipment, after handling cash or other materials that have come into contact with the public and after touching shared surfaces.
- d. Utilize appropriate personal hygiene practices including covering coughs and sneezes and appropriately disposing of tissues.

3. ADDITIONAL MEASURES

During times of elevated risk of communicable disease, as identified by public health officials, additional measures will be implemented and communicated to all employees, contractors and

visitors to Trust offices. The additional measures will be specific to the type of communicable disease and its methods of transmission.

The Trust may also:

- a. Use workplace inspections as necessary to ensure preventative measures are effective, followed and maintained.
- b. Monitor the guidance, orders and recommendations from public health and adjust plans as necessary.
- c. Monitor our workplace risk level and change measures practices and policies accordingly.

4. COMMUNICATION MEASURES AND PRACTICES

The Trust will ensure employees receive information regarding measures, practices and policies in effect for managing communicable diseases.