

Public service workplace Communicable Disease Prevention Plan

All areas of B.C. | April 12, 2023

The following outlines the safety measures that must be in place for your workplace to comply with Provincial Health Officer (PHO) guidance and WorkSafeBC regulations. Some measures are discussed below; the full range of required safety measures and protocols are on pages 5 to 10 of this document.

Mask use **[updated]**

Masks are not required when staff are in the workplace. Mask wearing is recommended for staff when interacting with clients where physical distancing cannot be maintained or there is no physical barrier between staff and client.

Mask wearing is recommended when staff are providing client service field work indoors and distancing or a barrier is not in place. For example, when attending a client's residence. Mask wearing is recommended if staff are transporting clients or the public in a vehicle, and if possible, mask wearing is recommended for all occupants over five years old.¹

Staff may choose to wear a mask at any time in any area of the workplace

¹ Does not include speciality vehicles for Sheriffs or Corrections

(including when at their workstation or when travelling in a vehicle).

Clients and the public are not required to wear a mask while in our workplaces. Workplaces should keep a supply of masks to offer to clients who appear unwell or want to wear one. Any “masks mandatory” signs should be removed and replaced with “[masks are a personal choice](#)” signs.

Occupancy limits

Occupancy limits are not required anywhere in the workplace.

Meeting rooms **[updated]**

Meeting attendees must clean in and clean out. Mask use is a personal choice. Please observe any posted occupancy limits in your meeting room.

Vehicle use **[updated]**

Mask wearing is recommended if staff are transporting clients or members of the public. Where possible, clients and the public over five years old are recommended to wear a mask.²

Staff illness **[updated]**

WorkSafeBC requires all employers to implement policies to support workers who have symptoms of a communicable disease, so they can avoid being at the

² Does not include speciality vehicles for Sheriffs or Corrections

workplace when sick.

A key component of Communicable Disease Prevention Plans (CDPP) is support for staff who have symptoms of a communicable disease (for example: fever, chills, coughing) so they can avoid being sick while at their workplace.

Workplaces must outline in their CDPPs the practices that supervisors employ with their staff to ensure no sick or ill workers attend the workplace.

The [Daily Health Check](#) (DHC) tool is a simple and effective means of checking and reminding employees of their obligation to stay home if sick, and of fulfilling the employer's obligation to ensure symptomatic staff do not attend the workplace.

Workplace Health and Safety recommends that staff attending the workplace complete a [DHC](#).

While at the workplace, staff must self-monitor for symptoms, report to their supervisor if they begin to feel unwell and leave the workplace immediately.

Remote work

There are no public health requirements to work from home. The BC Public Service supports flexible work schedules and hybrid work arrangements as measures to help reduce communicable disease transmission in workplaces.

Vaccinations

The BC Public Service supports employees in receiving COVID-19 vaccinations. All

employees may take reasonable time off as paid leave to get the COVID-19 vaccine booster or to take their dependent children to get the COVID-19 vaccine booster. Employees may also take reasonable time off as unpaid leave to take someone considered a close relative, whether by blood or not, who needs the employee's assistance to get the COVID-19 vaccine.

Workplace ventilation [updated]

As part of ongoing measures in CDPPs, WorkSafeBC requires employers to ensure building ventilation is adequate and properly maintained.

The American Society of Heating Refrigerating and Air Conditioning Engineers (ASHRAE) recommends that building HVAC systems be checked and maintained to industry standards to ensure healthy indoor air quality.

The Ministry of Citizens' Services Real Property Division oversees and manages HVAC systems for most provincial public service workplaces and is following and adhering to the guidance of WorkSafeBC and ASHRAE.

Update your CDPP [new]

All workplaces must update their CDPPs for their workplaces using the required protocols outlined over the following pages of this document. Ensure staff are notified and trained in these revised CDPPs for your workplace.

For information on Provincial Health orders or specific Health Authority orders and guidance, please see the [PHO Orders website](#).

Public service workplace required CDPP measures as of April 12, 2023

| Item | CDPP measures and protocols |
|--------------------------|--|
| Plan required | <p>All areas of BC:</p> <ul style="list-style-type: none"> • Communicable Disease Prevention Plan (CDPP) <p>Any changes to the CDPP must be communicated to staff initially and in an ongoing fashion. New staff or staff that have not been in the workplace require a virtual or in-person orientation to the CDPP. See the COVID-19 Orientation Checklist for more information.</p> |
| Staff daily health check | <p>Recommended</p> <p>The Provincial Health Officer has asked all British Columbians to monitor their health and to stay home if feeling unwell. This is also a WorkSafeBC Guideline for communicable disease prevention in workplaces. Staff who are experiencing any illness symptoms must not attend the workplace. If staff begin to feel unwell, they must leave the workplace immediately.</p> <p>The daily health check (DHC) is a simple and effective means of checking and reminding employees of their obligation to stay home if sick, and of fulfilling the employer’s obligation to ensure symptomatic staff do not attend the workplace. If the online DHC tool is not used, the practices that supervisors employ with their staff to ensure no sick and ill workers attend the workplace should be outlined.</p> <p>See Daily Health Check for BC Public Service Workplaces</p> |

| Item | CDPP measures and protocols |
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| | for information on setting up daily health checks. |
| Hand sanitizer | Hand hygiene is a required measure for CDPPs. Continue to supply hand sanitizer in your workplace and ensure that washrooms are stocked with soap. |
| Cleaning | <ul style="list-style-type: none"> • Normal contract cleaning levels (i.e., “pre-pandemic” levels) • Cleaning supplies are available for staff to clean in and clean out |
| Client and staff barriers | Continue use, removal not recommended at this time. |
| Client and public masks in the workplace | <ul style="list-style-type: none"> • Masks are a personal choice • Offer masks to visibly unwell clients |
| Staff mask use [updated] | <p>Masks are not required when staff are in the workplace. Masks are recommended for staff when interacting with clients where physical distancing cannot be maintained or there is no physical barrier between staff and client.</p> <p>Staff may choose to wear a mask at any time in any area of the workplace.</p> <p>Mask wearing is recommended when staff are providing client service field work indoors and distancing or a barrier is not in place. For example, when attending a client’s residence.</p> <p>Mask wearing is recommended if staff are transporting clients or the public in a vehicle, and if possible, mask wearing is recommended for all occupants over five years.</p> |
| Physical distancing between clients | Use standard client management strategies. |
| Physical distancing between clients and staff [updated] | If no barrier or distancing, mask wearing is recommended. |

| Item | CDPP measures and protocols |
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| Occupancy limits | Occupancy limits are not required anywhere in the workplace. |
| Staff meetings [updated] | <ul style="list-style-type: none"> • No occupancy limits or masks required for staff meetings at the workplace • No restrictions on staff from other locations or ministries attending |
| Meeting spaces | <p>Meeting with client or public:</p> <ul style="list-style-type: none"> • Where 2m or a barrier is not in place, masks are recommended • Clients that live together or traveled together do not need to distance or be separated by plexiglass from each other |
| Large in-person meetings, staff, stakeholders, in a rental venue | <ul style="list-style-type: none"> • An event specific CDPP is required • Rental venues may have additional protocols and rules that must be followed |
| Lunchrooms | <ul style="list-style-type: none"> • Hand washing and sanitizing prior to using lunchroom • Clean in and clean out |
| Essential in-person training | No restrictions. |
| Travel for work | <ul style="list-style-type: none"> • No restrictions on travel within your health region or any other regions of the province • Staff must follow any Public Health Order(s) (if in place) for their destination and travel route • Staff must follow the CDPP policies of any site they are attending |
| COVID vaccination leave | <p>All employees may take reasonable time off as paid leave to get COVID-19 vaccinations or to take their dependent children to get the COVID-19 vaccine booster. The leave does not need to be entered into Time and Leave.</p> <p>All employees may take reasonable time off as unpaid leave to take someone considered a close relative,</p> |

| Item | CDPP measures and protocols |
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| | <p>whether by blood or not, who needs the employee’s assistance to get the COVID-19 vaccine booster.</p> <p>Please discuss scheduling your leave with your supervisor. Provide as much notice as possible to your supervisor so they can consider and address any operational impacts before approving your leave. Supervisors are encouraged to support employees who require leave to get the COVID-19 vaccine booster or assist dependents in getting the COVID-19 vaccine booster and should be flexible in approving the leave.</p> <p>Please contact AskMyHR with any questions.</p> |
| Leave for illness | <p>Review the MyHR FAQs for the latest information on leave for COVID-related illness or self-isolation.</p> <p>Review BC Centre for Disease Control for information on isolation and self -management.</p> |
| Shared vehicle use (if applicable) [updated] | <p>If transporting clients or the public in a vehicle, it’s recommended all occupants over five years old wear a mask where possible.</p> |
| Gyms and exercise areas (if applicable) [updated] | <p>Gyms require a detailed hygiene plan to meet the hygiene requirements (personal and gym space) of CDPPs. See the COVID-19 information for BC Public Service employees page for current gym protocols.</p> |
| Change rooms (if applicable) | <ul style="list-style-type: none"> • No personal effects or items (such as shared lotions) are to be left in sink areas or on counters to allow for cleaning • All personal belongings must be kept in lockers or removed by the owner after using the space • Towels should be put in lockers or taken home daily and not left out in shared and common areas • All users must disinfect the showers: <ul style="list-style-type: none"> ○ Spray shower stalls using disinfectant spray before and after showering |

| Item | CDPP measures and protocols |
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| | <ul style="list-style-type: none"> ○ List the directions on the disinfectant ○ List hazard of the disinfectant and how to get first aid ○ Do not use shower if disinfectant is unavailable <p>If these protocols cannot be implemented the change room must be closed.</p> |
| <p>Workplace ventilation [updated]</p> | <p>The American Society of Heating Refrigerating and Air Conditioning Engineers (ASHRAE) recommends that building HVAC systems be checked and maintained to industry standards to ensure healthy indoor air quality. The Ministry of Citizens' Services Real Property Division oversees and manages HVAC systems for most provincial public service workplaces and is following and adhering to the guidance of ASHRAE and WorkSafeBC.</p> |

| Supervisor's checklist April 12, 2023 Communicable Disease Prevention Plan update | |
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| Item | Date and comments |
| Check ministry specific requirements or guidance on changes to COVID-19 or CDPP protocols | |
| List any local workplace COVID-19 or CDPP measures that supplement the Public Service standard items in the tables | |
| Adequate supply of hand sanitizer placed at entrances, lunchrooms, meeting rooms, etc. | |
| Adequate clean in and clean out supplies | |
| Post "masks optional" signs in both public and staff-only areas of the workplace | |
| Set up daily health checks with staff who attend the workplace | |
| Meet with staff regularly to discuss CDPP measures | |
| Post a copy of this document in a common area or on your local intranet, SharePoint or shared drive | |
| Monitor your Local Health Authority news bulletins and website regarding any COVID or other communicable disease issues in your community | |
| Complete informal walk around inspections to ensure the communicable disease prevention protocols are being followed. Correct as necessary and provide more training if required | |
| Ask the Joint Occupational Health and Safety Committee to include CDPP measures and protocols in regular workplace inspections | |