

# Communicable Disease Prevention Plans for BC Public Service Workplaces

## [updated]

All areas of B.C. | November 9, 2023

The COVID-19 pandemic prompted the introduction of Communicable Disease Prevention Plans (CDPPs) to BC workplaces. CDPPs are now an ongoing [WorkSafeBC regulatory requirement](#).

The following outlines the safety measures required for your workplace to comply with the regulations. Some CDPP 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]

Employees may choose to wear a mask anytime and anywhere in their workplace, including at their workstation.

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

- Staff providing client service field work are indoors and distancing or a barrier is not in place (for example, when attending a client's residence)
- Transporting clients or the public in a vehicle (if possible, all occupants over five years old are recommended to wear a mask)<sup>1</sup>

Many ministries provide essential services to the public that are not available elsewhere and clients are not to be denied service based on mask wearing.

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

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

## Staff illness

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

---

<sup>1</sup> Does not include speciality vehicles for Sheriffs or Corrections

workplace when sick.

A key component of Communicable Disease Prevention Plans (CDPPs) 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 getting vaccinated against influenza,

COVID-19 and other vaccine-preventable conditions. All employees may take [leave for medical appointments](#) to get vaccinated or to take their dependent children to get vaccinated. The leave does not need to be entered into Time and Leave if the absence is under two hours of the workday.

Employees may access [supplemental leave](#) to take others who need the employee's assistance to get vaccinated.

It is important that employees discuss scheduling their leave with their supervisor. Supervisors will need some advance notice to consider and address any operational impacts before approving leave.

## Workplace ventilation

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

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 November 9, 2023 **[updated]**

Item	CDPP measures and protocols
Plan required	All areas of BC: <ul style="list-style-type: none"> <li>• Communicable Disease Prevention Plan (CDPP)</li> </ul> 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 <a href="#">Communicable Disease Prevention Orientation Checklist <b>[updated]</b></a> for more information.
Staff daily health check	<a href="#">Recommended</a> All employees are required to monitor their health and not attend their workplace if experiencing any illness

Item	CDPP measures and protocols
	<p>symptoms. 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.</p> <p>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 <a href="#">Daily Health Check for BC Public Service Workplaces</a> for information on setting up daily health checks.</p>
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"> <li>• Normal contract cleaning levels</li> <li>• Cleaning supplies are available for staff to clean in and clean out</li> </ul>
Client and staff barriers	Barriers are not required. Workplaces may choose to use client and staff barriers at their discretion
Client and public masks in the workplace	<ul style="list-style-type: none"> <li>• <a href="#">Masks are a personal choice</a></li> <li>• Offer masks to visibly unwell clients</li> </ul>
Staff mask use <b>[updated]</b>	<p>Employees may choose to wear a mask anytime and anywhere in their workplace, including at their workstation.</p> <p>Mask wearing is recommended for staff when:</p>

Item	CDPP measures and protocols
	<ul style="list-style-type: none"> <li>• Interacting with clients where physical distancing cannot be maintained and there is no physical barrier between staff and clients</li> <li>• Staff providing client service field work are indoors and distancing or a barrier is not in place (for example: when attending a client’s residence)</li> <li>• Transporting clients or the public in a vehicle (if possible, all occupants over five years old are recommended to wear a mask)</li> </ul> <p>Since many ministries provide essential services to the public that are not available anywhere else, clients are not denied service based on mask wearing or vaccination status.</p> <p>Public service staff are expected to follow all public health directions. Staff who have travelled outside of the country are expected to comply with any public health requirements for returning travelers.</p>
Physical distancing between clients	Use standard client management strategies.
Physical distancing between clients and staff	If no barrier or distancing, mask wearing is recommended.
Occupancy limits	Occupancy limits are not required anywhere in the workplace.
Staff meetings	<ul style="list-style-type: none"> <li>• No occupancy limits or masks required for staff meetings at the workplace</li> </ul>
Meeting spaces	Meeting with client or public: <ul style="list-style-type: none"> <li>• Where 2m or a barrier is not in place, masks are</li> </ul>

Item	CDPP measures and protocols
	recommended
Large in-person meetings, staff, stakeholders, in a rental venue	<ul style="list-style-type: none"> <li>• An event specific CDPP is required</li> <li>• Rental venues may have additional protocols and rules that must be followed</li> </ul>
Lunchrooms	<ul style="list-style-type: none"> <li>• Hand washing and sanitizing prior to using lunchrooms</li> <li>• Clean in and clean out</li> </ul>
Essential in-person training	No restrictions.
Travel for work	<ul style="list-style-type: none"> <li>• No restrictions on travel within your health region or any other regions of the province</li> <li>• Staff must follow any Public Health Order(s) (if in place) for their destination and travel route</li> <li>• Staff must follow the CDPP policies of any site they are attending</li> </ul>
Vaccination leave	<p>The BC public service supports staff in getting vaccinated against influenza, COVID-19 and other vaccine-preventable conditions. All employees may <a href="#">take leave for medical appointments</a> to get vaccinated or to take their dependent children to get vaccinated. The leave does not need to be entered into Time and Leave if the absence is under two hours of the workday.</p> <p>Employees may access <a href="#">supplemental leave</a> to take others who need the employee’s assistance to get vaccinated.</p> <p>It is important that employees discuss scheduling their leave with their supervisor. Supervisors will need some</p>



Item	CDPP measures and protocols
	<p>advance notice to consider and address any operational impacts before approving leave.</p> <p>Please contact <a href="#">AskMyHR</a> with any questions.</p>
Leave for illness	Review the <a href="#">MyHR FAQs</a> for the latest information on leave for illness.
Shared vehicle use (if applicable)	If transporting clients or the public in a vehicle, it's recommended all occupants over five years old wear a mask where possible.
Gyms and exercise areas (if applicable)	Gyms require a detailed hygiene plan to meet the hygiene requirements (personal and gym space) of CDPPs. See the <a href="#">Communicable Disease Prevention information for BC Public Service employees page [updated]</a> for current gym protocols.
Change rooms (if applicable)	<ul style="list-style-type: none"> <li>• No personal effects or items (such as shared lotions) are to be left in sink areas or on counters to allow for cleaning</li> <li>• All personal belongings must be kept in lockers or removed by the owner after using the space</li> <li>• Towels should be put in lockers or taken home daily and not left out in shared and common areas</li> <li>• All users must disinfect the showers:               <ul style="list-style-type: none"> <li>○ Spray shower stalls using disinfectant spray before and after showering</li> <li>○ List the directions on the disinfectant</li> <li>○ List hazard of the disinfectant and how to get first aid</li> <li>○ Do not use shower if disinfectant is</li> </ul> </li> </ul>

Item	CDPP measures and protocols
	<p>unavailable</p> <p>If these protocols cannot be implemented the change room must be closed.</p>
Workplace ventilation	<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>

<b>Supervisor's checklist</b> <b>April 12, 2023 Communicable Disease Prevention Plan update</b>	
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	