

# COMMUNICABLE DISEASE PREVENTION WORKPLACE SAFETY POLICY



## 1) PURPOSE

- a) This policy is in place to reduce the risk of communicable disease transmission in the workplace, and to fulfill the requirements of the *Collective Agreement between the Fort St. John Public Library Association and the BC Government and Service Employees' Union (BCGEU)*.

## 2) AUTHORITY

- a) Revisions to this policy can be authorized by the FSJPLA Board as defined by the BC Library Act.

## 3) GUIDELINES OF INTEREST & RELATED FSJPL POLICIES

- ✓ [Communicable Disease Prevention: A Guide For Employers](#)
- ✓ [Workers Compensation Act - Communicable Disease Prevention](#)
- ✓ [BCCDC Communicable Diseases Control Manual](#)
- ✓ [Controlling Exposure: Protecting Workers From Infectious Diseases](#)
- ✓ [FSJPL Cleaning Procedures](#)

## 4) APPLICATION

- a) This policy applies to persons entering the premises of the Fort St. John Public Library (FSJPL), including but not limited to FSJPL staff, management, Board of Directors and volunteers, as well as Cultural Centre and City of Fort St. John staff, contractors, delivery personnel, visitors and patrons.
- b) This policy follows the guidance of Public Health and WorkSafeBC.
- c) "Public Health" herein refers to the Office of the Provincial Health Officer and local BC Medical Health Officers.

## 5) RESPONSIBILITY FOR POLICY

- a) The Director of Library Services, Library Manager or an employee requested to act in a supervisory capacity in the absence of management, is responsible for supervising adherence to this policy.
  - i) This policy will be reviewed by the Director and Manager every 6 months to ensure it is meeting all current cleaning requirements.
- b) In the case of Library Assistants, the Lead Library Assistant is also responsible for supervising adherence to this policy.

- c) Concerns about adherence to this policy will be directed to the Director of Library Services, Library Manager or in the case of Library Assistants, to the Lead Library Assistant. In the absence of the Director of Library Services or Library Manager, concerns will be directed to the employee requested to act in a supervisory capacity in the absence of management.
- d) Though educating others about safety expectations is recommended, any FSJPL staff member may refuse entry to anyone, other than FSJPL staff and management, who they deem not to be adhering to this policy.
- e) All personnel retain the right to refuse unsafe work.

## **6) ILLNESS IN THE WORKPLACE**

- a) The following persons are prohibited from the premises:
  - i) Anyone who has symptoms that are unusual for them to personally experience, including fever, chills, sore throat, cough, diarrhea, headache, vomiting, etc.;
  - ii) Anyone directed by their doctor or Public Health to self-isolate;
- b) Anyone who develops symptoms while on library premises must put on a non-medical mask and leave the premises immediately. It is recommended that such persons contact the Library Director, Library Manager or a supervising employee afterward and inform them of the symptoms so that safety precautions can be taken. After leaving the premises, they can call 811 for further instruction if needed.

## **7) HANDWASHING & PERSONAL HYGIENE**

- a) All persons must wash or sanitize their hands:
  - i) On entering the library,
  - ii) Between completing tasks,
  - iii) Before and after touching shared equipment or tools,
  - iv) After using the washroom,
  - v) After coughing or sneezing and covering your face or using a tissue,
  - vi) After handling cash, library materials and other items that have come into contact with the public,
  - vii) Before and after using masks or other personal protective equipment,
  - viii) And in accordance with WorkSafe BC and/or BC Centre for Disease Control guidelines. [BC Centre for Disease Control handwashing guidelines](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf) are found at [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_Handwashing%20Poster\\_MD%20offices.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf).

## **8) PHYSICAL DISTANCING**

- a) All persons should maintain a distance of 6 feet (2 meters) apart from others.

- b) In situations where it is difficult to maintain a distance of 6 feet (2 metres), wearing a non-medical mask is recommended if you are not fully vaccinated for Covid-19.
- c) All persons must follow posted room occupancy limits.

**9) SAFETY ORIENTATION AND TRAINING**

- a) Staff will receive a safety orientation at the beginning of their first day of in-library work.
- b) Updated training will be provided as necessary, when staff are given new tasks, and as recommended by Public Health.

**10) CLEANING AND SANITIZATION**

- a) Regular cleaning of the workplace and equipment will be performed according to FSJPL's cleaning procedures and schedules.
- b) Appropriate cleaning products and personal protective equipment will be provided.

**11) KNOWN COVID-19 OR OTHER COMMUNICABLE DISEASE INFECTION**

- a) If the Employer becomes aware of a workplace exposure to COVID-19 or other communicable disease, they will:
  - i) inform those who were on site during any period of potential exposure, and
  - ii) perform cleaning and sanitization according to applicable guidelines.

I have read and understand the above Workplace Safety Policy for the Fort St. John Public Library.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Table of Approval</b>	
Date of original approval	2021-08-03