

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, variants of COVID-19, norovirus and seasonal influenza.

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 will be implemented at times of elevated risk as identified by Public Health.

2. RESPONSIBILITIES

- a. To minimize the risk every person, including employees, contractors and visitors must:
 - Stay home when sick and follow public health recommendations.
 - If you become sick at work, you must notify your Manager and go home immediately.
 - Wash your 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.
 - Utilize appropriate personal hygiene practices including covering coughs and sneezes and appropriately disposing of tissues.
- b. The Trust will ensure:
 - Adequate hand hygiene supplies are available at all offices.
 - Offices are appropriately cleaned and disinfected regularly and as applicable for our work practices.
 - Common or shared materials, tools, equipment, and surfaces are cleaned and disinfected according to the applicable procedures.
 - Screens or barriers are installed as required for optimal distancing.
 - Ventilation is adequate and ventilation systems are appropriately maintained.
 - Employees are supported to receive vaccinations for vaccine-preventable conditions.

3. ADDITIONAL MEASURES

- a. During times of elevated risk of communicable disease, as identified by Public Health, additional measures will be implemented and communicated to all employees, contractors and visitors to Trust offices. Additional measures in place are communicated via the current '**Workplace Requirements**' document.

4. RIGHT TO REFUSE UNSAFE WORK

- a. Employees have the right to refuse work that they have reasonable cause to believe is unsafe and should report unsafe work and/or working conditions to their Manager.

5. COMPLIANCE

- a. Compliance with this policy is a responsibility of all employees, contractors, visitors or anyone else who enters Trust offices.
- b. All employees are obligated to be in full understanding and application of this policy in their day-to-day activities. In support of this requirement, all employees shall attend training sessions as required.
- c. In situations where an employee is unsure of a specific application, the employee is responsible for obtaining clarification from his or her Manager, the Senior Manager, HR or the CEO.