

Communicable Disease Plan

The Communicable Disease Plan (CDP) provides ongoing guidelines and actions to reduce the risk of potential Infectious Disease outbreaks. Ensuring that staff have a safe work environment, receive training and notification regarding the potential spread of an Infectious Disease will significantly reduce risk. This responsibility is stated in the Workers Compensation Act (WCA) Section 21. The WCA also enables the Occupational Health and Safety Regulation (OHSR) which outlines further legal requirements.

The CDP is a working document with the intent that all additional information will be included on the form and plans attached. Health, Safety & Wellness committee members, communications plan, protocols to prevent or limit spread of a disease, including cleaning protocols are included. All additional measures from the Provincial Health Orders, Fraser Health Authority, and other governing bodies will be implemented.

Communicable Disease Prevention

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 that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.

Massey Theatre Society's plan follows guidance from Worksafe BC's four-step process.

Step 1: Understanding the Risk

Preventing Communicable disease involves taking on measures to reduce the risk for communicable disease transmission in the workplace.

- We will continue to inform workers and others who attend our site and consult with the Worker Safety Representative or Health, Safety & Wellness Committee about known communicable diseases and our efforts to prevent their presence and transmission. This will occur through posted notices and routine safety talks.

Step 2: Implement measures, practices, and policies to reduce the risk

Implement policies to support staff who have symptoms of communicable disease so they can avoid being in the workplace when sick.

- We provide support to workers who have symptoms consistent with a communicable disease (for example, fever and/or chills, recent onset of coughing, diarrhea), through programs such as: work from home opportunities and access to sick leave (paid or unpaid).
 - Working from home accommodation to be considered if mandated quarantine is required due to exposure. Sick days are available to staff who are experiencing symptoms and unable to work.

- We expect workers with symptoms consistent with a communicable disease not to be present at the worksite.

Provide hand-hygiene facilities and appropriate supplies (see section 4.85 of the Occupational Health and Safety Regulation). Use policies and signage to remind workers to wash their hands and to cover coughs and sneezes.

Massey branded versions of the following resources have been placed around the workplace to communicate to employees:

[Prevent the spread of communicable disease: Handwashing](#)

[Prevent the spread of communicable disease: Cover coughs and sneezes](#)

- We provide hand-hygiene facilities that are kept clean, are readily available, and are maintained. Furthermore, we promote appropriate personal hygiene practices. These can be located at:
 - *Massey* – At all entrances to the building and placed high use areas as needed.
 - *Anvil* – Self standing units placed at entrances and outside of elevators. Can be placed in high use areas as needed.

Maintain a clean environment through routine cleaning processes that are appropriate for your industry and work practices.

- Cleaning protocols in place are practices recommended or mandated by the CCDC, WorkSafe BC, Fraser Health Authority, the Provincial Health Authority and Industry Best Practices.
- We maintain a clean environment through regular general and spot cleaning that is appropriate for our activities and undertaken specifically to prevent communicable disease spread.
 - *Massey* – Vert2Go Sanitizer used on identified surfaces around the workplace that people touch often, such as doorknobs, equipment, computers, light switches and counters/desks/tables.
 - *Anvil* – All spaces in Anvil Centre have a Clean / Needs to be cleaned sign on the door. If a space has been used, the staff person responsible for the activity must flip the sign from ‘This Space is Clean’ to ‘This Space must be Cleaned’. All spaces are cleaned prior to an activity, during an activity break (if appropriate) and post activity.
- Custodial staff are responsible for cleaning the building, both regularly and for specific events. Sanitization is maintained through this routine by:
 - *Massey* – SD40 Custodial staff will maintain a clean environment through routine cleaning processes
 - *Anvil* – BSW Custodial staff continue to deep clean and disinfect the venue including front and back of house.

Make sure building ventilation is adequate and ventilations systems are properly maintained and functioning as designed. For more information, section 7.72 of the Occupational Health and Safety Regulations are available.

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For employers without ventilation, or without direct control of their building's ventilations system, they may take other measures to improve air circulation, including opening windows.

Prevent the spread of communicable disease: Ventilation and Air Circulation

- Facility ventilation systems are in good working condition by following the preventative maintenance schedule recommended by the manufacturer as applicable. This schedule is:
 - *Massey* – Merv 8 filters on rooftop unit for HVac are changed every 3-4 months.
 - *Anvil* – Merv 11 filters in HVac unit and are changed every 4 months.

Step 3: Communicate measures, practices, and policies

Make sure everyone entering the workplace, including workers from other employers, receives information about your measures, practices and policies for managing communicable disease.

- Health and Safety Bulletins to be provided by Health, Safety & Wellness Committee with any updates on communicable disease, changes in practice or policies.
- MTS strongly encourages employees to receive vaccinations to minimize the risk of infectious disease in our workplace. Some individuals may have medical reasons which prevent them from getting a vaccine, and we respect the medical expertise of health care professionals that support this.
- We commit to monitoring information from the Public Health Officer, BC Centre for Disease Control and/or our health region for new or emergent communicable diseases of concern. Specifically, we will rely on their guidance, notices or orders and what steps are to be taken and, as much as possible, be ready to implement or maintain measures as advised or directed by public health or WorkSafeBC.

Step 4: Monitor your workplace and update your plan as necessary

Continually evaluate and update your plan to reflect changing risk levels and work practices.

- The Health Safety & Wellness meets monthly and will continue to monitor and evaluate all information pertaining to Communicable Diseases.
- The Executive Director and Chair of the HS&W committee communicate through Microsoft Teams to communicate any escalation in health and safety concerns.

Addendum A:

Auxiliary Employees: an employee who has no scheduled hours but is called in to work from time to time as required.

Massey Theatre Society will align with current government support programs in an effort to ensure auxiliary workers do not attend shifts if symptomatic.

As of January 1, 2022, BC Law states that employees can take up to 5 days of paid leave per year for any personal illness or injury. MTS may request reasonably sufficient proof of illness.

The paid sick leave entitlement applies to all employees covered by the Employment Standards Act (ESA), including part-time, temporary or casual employees.

The ESA doesn't cover certain types of employees, including:

- Federally-regulated sectors
- Self-employed workers or independent contractors
- Employees in professions and occupations excluded from the ESA

[Find out if employment standards apply to you.](#)