

COMMUNICABLE DISEASE PREVENTION PLAN CHECKLIST

Use this checklist to ensure key communicable disease prevention measures have been factored into your workplace. Where you find *<red italicized font>*, please insert your unique workplace information, to personalize this plan.

Company name: *<enter company name>*  
Written by: *<enter name>*  
Implementation date: *<enter date>*

## Introduction

[Section 21 of the Workers Compensation Act](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-guidelines/guidelines-for-workers-compensation-act#SectionNumber:G-P2-21) requires employers to ensure the health and safety of their workers. This includes taking steps taken to reduce the risk of communicable diseases in the workplace.

Communicable disease is defined by WorkSafeBC as “*an illness causes 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 can be found in our workplace include COVID-19, Norovirus and Seasonal Influenza.

## Understanding the Risk

There are contributing factors that must be taken into consideration when assessing the risk of communicable disease exposure in our workplace.

* Monitor communicable disease-related information presented by Provincial Health Officer for your industry, region and/or workplace
  + Responsibility assigned to: *<Enter name of person responsible for doing this.>*

## Implement Control Measures to Reduce the Risk

Control measures that prevent or reduce the risk of communicable diseases in the workplace are listed below and should be addressed on an ongoing basis.

* Implement policies to support staff who have symptoms of communicable disease, so they can avoid being at work when sick
  + Responsibility assigned to: *<Enter name of person responsible for doing this.>*
  + Additional information: *<List specific information regarding the policies you have that are unique to your workplace here.>*
* Support employees in receiving vaccinations for COVID-19 and other vaccine-preventable conditions.
  + Responsibility assigned to: *<Enter name of person responsible for doing this.>*
  + Additional information: *<List specific information regarding vaccinations that is unique to your workplace here.>*
* Provide hand-hygiene facilities with appropriate supplies, promote regular hand washing and the covering of coughs and sneezes.
  + Responsibility assigned to: *<Enter name of person responsible for doing this.>*
  + Additional information: *<List specific information on your hand-hygiene facilities that is unique to your workplace here.>*
* Maintain a clean environment through routine cleaning processes that are appropriate for the industry and work practices.
  + Responsibility assigned to: *<Enter name of person responsible for doing this.>*
  + Additional information: *<List specific information on your cleaning processes and frequency that is unique to your workplace.>*
* Ensure building ventilation is adequate and ventilation systems are properly maintained and functioning as designed.
  + Responsibility assigned to: *<Enter name of person responsible for doing this.>*
  + Additional information: *<List specific information on building ventilation and/or air circulation.>*
* During periods of elevated risk, additional control measures may be required to provide stronger protection for workers. Workplaces are required to monitor the situation and provide additional controls, if required.
  + Responsibility assigned to: *<Enter name of person responsible for doing this.>*
  + Additional information: *<List specific control measures that could be implemented in your workplace when needed.>*

## Communicate Your Plan

Ensure all workers are aware of your control measures and what responsibilities they have for preventing communicable diseases. Between orientation, training, and ongoing refreshers, all workers should be knowledgeable in the controls that are put in place to protect them and what they are required to do.

* Orientation, training and ongoing refresher training.
  + Responsibility assigned to: *<Enter name of person responsible for doing this.>*
  + Additional information: *<List specific training information that is to be implemented in your workplace for existing and new workers. How is information communicated if the situation changes or new controls are implemented? Don’t forget to document training sessions.>*
* Display and maintain workplace signage that supports your control measures
  + Responsibility assigned to: *<Enter name of person responsible for doing this.>*
  + Additional information: *<List specific information regarding the signage that is to be displayed in your workplace. This could include both in worker only and public areas.>*

## Monitor Your Plan

You must continue to monitor your plan for effectiveness and to address changing risk levels when needed. This includes requesting input from your workers on an ongoing basis.

* Worker feedback process
  + Responsibility assigned to: *<Enter name of person responsible for doing this.>*
  + Additional information: *<List specific information on how workers are to submit their feedback on the effectiveness of the plan or ideas for enhancement. This could include communication through the Joint Health and Safety Committee or Safety Representative within your workplace.>*
* Measure the effectiveness of your controls.
  + Responsibility assigned to: *<Enter name of person responsible for doing this.>*
  + Additional information: *<List specific information on how control measures are to be evaluated within your workplace.>*

# Webpage links and further resources

[Communicable disease prevention plans webpage (go2HR)](https://www.go2hr.ca/health-safety/resources/communicable-disease-prevention-plans)

[Communicable disease prevention plan consultation and review service webpage (go2HR)](https://www.go2hr.ca/health-safety/resources/covid-19-safety-plan-review-initiative-service)

[Illness or injury leave webpage (go2HR)](https://go2hr.ca/legal/employment-standards-act/illness-or-injury-leave)

[Communicable disease prevention webpage (WorkSafeBC)](https://www.worksafebc.com/en/covid-19/covid-19-prevention)

[BC Centre for Disease Control COVID-19 webpage](http://www.bccdc.ca/health-info/diseases-conditions/covid-19) (BC CDC)

[Communicable Disease Prevention Plans Guide for Employers webpage (WorkSafeBC)](https://www.worksafebc.com/en/resources/health-safety/books-guides/communicable-disease-prevention-guide-employers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23sort%3DRelevancy%26q%3Dcommunicable%2520disease%26f%3Alanguage-facet%3D%5BEnglish%5D&highlight=communicable%20disease)

[Illness and Injury Leave webpage (go2HR)](https://www.go2hr.ca/legal/employment-standards-act/illness-or-injury-leave)

[COVID-19 vaccinations in the workplace webpage (go2HR)](https://www.go2hr.ca/covid-19-updates/covid-19-vaccinations-in-the-workplace)

[Ventilation & air circulation webpage (WorkSafeBC)](https://www.worksafebc.com/en/resources/health-safety/information-sheets/prevent-spread-communicable-disease-ventilation-air-circulation?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3DDate%26f%3Atopic-facet%3D%5BHealth%2520%2526%2520Safety%5D%26f%3Atopic-health-safety-facet%3D%5BCommunicable%2520disease%5D%26f%3Alanguage-facet%3D%5BEnglish%5D)

# Workplace signage (WorkSafeBC)

[Prevent the spread of communicable diseases in the workplace poster (go2HR)](https://www.go2hr.ca/wp-content/uploads/2022/04/go2HR-CommunicableDiseaseInfographic-poster-D4.pdf)

[How to use a mask](https://www.worksafebc.com/en/resources/health-safety/posters/prevent-spread-communicable-disease-how-to-use-mask?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3DDate%26f%3Atopic-facet%3D%5BHealth%2520%2526%2520Safety%5D%26f%3Atopic-health-safety-facet%3D%5BCommunicable%2520disease%5D%26f%3Alanguage-facet%3D%5BEnglish%5D)

[Occupancy limits](https://www.worksafebc.com/en/resources/health-safety/posters/prevent-spread-communicable-disease-occupancy-limit?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3DDate%26f%3Atopic-facet%3D%5BHealth%2520%2526%2520Safety%5D%26f%3Atopic-health-safety-facet%3D%5BCommunicable%2520disease%5D%26f%3Alanguage-facet%3D%5BEnglish%5D)

[Handwashing](https://www.worksafebc.com/en/resources/health-safety/posters/prevent-spread-communicable-disease-handwashing?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3DDate%26f%3Atopic-facet%3D%5BHealth%2520%2526%2520Safety%5D%26f%3Atopic-health-safety-facet%3D%5BCommunicable%2520disease%5D%26f%3Alanguage-facet%3D%5BEnglish%5D)

[Cover coughs and sneezes](https://www.worksafebc.com/en/resources/health-safety/posters/prevent-spread-communicable-disease-cover-coughs-sneezes?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23sort%3DRelevancy%26q%3Dcommunicable%2520disease%26f%3Alanguage-facet%3D%5BEnglish%5D&highlight=communicable%20disease)