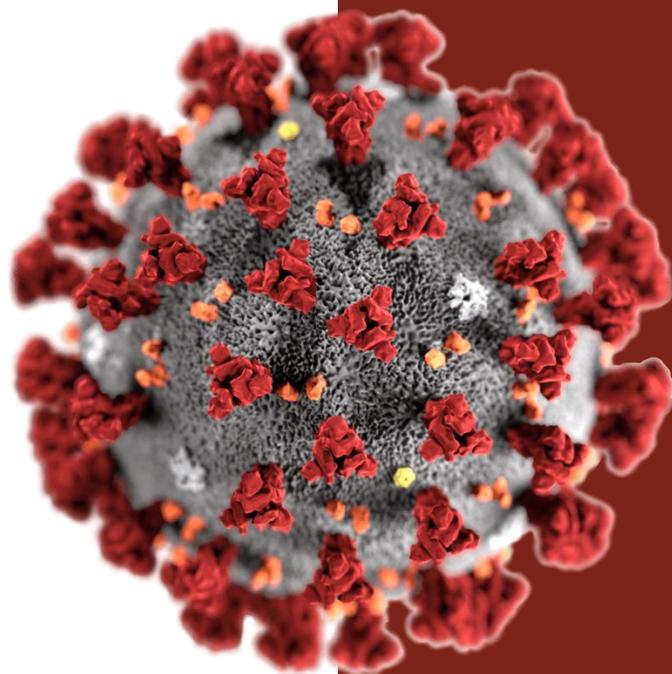




# Communicable Disease Prevention Plan





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# INTRODUCTION

## PURPOSE

The following procedures have been developed by “Canadian National Institute of Business” to ensure the health and safety of their workers and attending students during any possible exposure to a communicable disease. The plan includes ongoing measures to reduce the risk of communicable disease and additional measures for when there’s an elevated risk of communicable disease. These procedures must be adhered to by all Supervisors, Employees and Students at Canadian National Institute of Business.

The objective of these procedures is to ensure that concerns are addressed during work and to protect our attendees from spreading or contracting a communicable disease.

It is the responsibility of each Canadian National Institute of Business Supervisor to ensure that all employees and students are trained in these procedures.

The following procedures have been developed in accordance with the following guidelines across each Province in Canada:

- a. Public Health Agency of Canada
- b. BC Centre for Disease Control
- c. Employment Standards Act of Canada
- d. Worksafefbc OHS Regulations

## COMMUNICABLE DISEASE PREVENTION

Communicable disease prevention focuses on basic risk reduction principles to reduce the risk of workplace transmission of COVID-19 and other communicable diseases. The fundamental components of communicable disease prevention include both ongoing measures to maintain at all times and additional measures to be implemented as advised by Public Health.

## RESPONSIBILITIES

### EMPLOYER RESPONSIBILITIES

- Identify and assess work processes that could lead to worker exposure to a communicable disease.
- Ensure that the materials and other resources required to implement and maintain this procedure are readily available where and when they are required — for example, materials such as personal protective equipment (PPE) and resources such as worker training.
- Recommend and provide access to seasonal flu vaccinations.
- Contact Public Health regarding the availability and proper use of antiviral drugs.



- Conduct a periodic review (at least annually) of the effectiveness of the procedure. Include the joint occupational health and safety committee (or worker health and safety representative, if applicable) in the process. The process should include a review of available control technologies to ensure they are selected and used when practical.
- Ensure that all necessary equipment and PPE are used as required by the procedure.
- Ensure that supervisors and workers are educated and trained to an acceptable level of competency.
- Maintain records of training, meeting talks, and inspections (e.g., for equipment, PPE, and work methods or practices).
- Investigate all exposure incidents, including near misses.
- Coordinate work with others to ensure a safe work environment, including the following:
  - Inform all subcontractors (if any) of specific hazards on the worksites.
  - Ensure that subcontractors (if any) have appropriate safe work procedures.

#### SUPERVISOR RESPONSIBILITIES

- Ensure that workers have received adequate instruction on the hazards associated with exposure to a communicable disease.
- Select and implement appropriate control measures, including PPE.
- Ensure that workers don and doff their PPE properly and follow decontamination procedures.
- Direct work in a manner that minimizes and controls the risks to workers.
- Liaise with other employers to ensure a safe work environment.
- Ensure that subcontractors are following proper safe work procedures.

#### WORKER RESPONSIBILITIES

- Attend educational sessions provided by the employer.
- Use assigned PPE in an effective and safe manner.
- Follow Public Health recommendations regarding a seasonal flu vaccination and the use of antiviral drugs.
- Follow established work and decontamination procedures as directed by your supervisor.
- Report unsafe conditions and acts to your supervisor.
- Make sure you know how to report exposure incidents.
- Report any flu-like symptoms immediately.



## STUDENT'S RESPONSIBILITIES

- Attend educational sessions provided by the Institute.
- Read and understand the information related to communicable diseases, their spread, infection and prevention measures.
- Use PPE in an effective and safe manner.
- Follow Public Health recommendations regarding a seasonal flu vaccination and the use of antiviral drugs.
- Follow established Institutional procedures as directed by your Institute Instructors/staff.
- Report unsafe conditions and acts to your Institute Instructors/staff.
- Make sure you know how to report exposure incidents.
- Report any flu-like symptoms immediately.

## WHAT IS A COMMUNICABLE DISEASE?

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

A communicable disease is also defined as an illness that can be contracted through contact with a human or animal, their discharges, or contaminated items carrying an infectious agent. An infectious agent is a disease-causing organism, such as a bacteria, virus, or parasite. Once a person has contracted a communicable disease, they can then pass it on to others.

The most effective methods for preventing the spread of communicable disease are frequent handwashing and staying home when sick.

## KEY STAKEHOLDERS

Identification of key external and internal stakeholders who may be impacted by a communicable disease or Institute's response to it is critical. The following list identifies stakeholders likely to be impacted.

### Internal

- Students
- Management Team
- Appointed Delegate for Transportation of newly arriving International students
- Staff and contractors
- Visitors to Canadian National Institute of Business, Coquitlam
- Cleaners and other support workers



## External

- Private Training Institution Branch, BC
- Ministry of Advanced Education and Skills Training
- Families and associates of students
- Families and associates of infected individual
- BC Centre For Disease Control
- Health Canada
- Ministry of Labour – Occupational Health and Safety
- Education Quality Assurance
- Media
- General public

## COMMUNICATION MESSAGES

At CNIB, Messages form the basis of information communicated to stakeholders during this crisis. These messages are/ should be reactive, proactive, positional, or instructional.

The messages are reviewed regularly as new information becomes available.

When developing new messages, they are:

- Clear and factual
- Free of jargon
- No more than one or two sentences in length
- Either proactive or reactive
- Informative
- Relevant
- Graphic and pictorial wherever possible

## COMMUNICATION CHANNELS

- Staff Intranet
- Emails to staff, students, and contractors from CEO
- Text messages
- Notice boards
- Posters located in reception, bathrooms, lunchrooms, common areas and classrooms
- Online forum with students
- Face to face meetings
- Letters
- Email
- Website | social media
- Phone calls



## CIRCUMSTANCES WHERE EMPLOYEES / STUDENTS SHOULD NOT BE AT CAMPUS

### POLICY

1. Any Canadian National Institute of Business employee/student who is ill and/or showing flu like symptoms will remain at home and not come into the Institute as there is a high risk of infecting others. It is recommended to also contact the local health care provider immediately.
2. If an employee/student falls into one of the categories below, the individual will follow the advice from the Canada Centre of Disease Control and Public Health Authorities across Canada:
  - a. **If you have flu like symptoms.** If you are sick with a potential communicable disease, you need to stay home. Contact your local health care provider to get advice immediately.
  - b. **If you have traveled internationally.** The Public Health Agency of Canada advises that if you have travelled to anywhere outside Canada and are returning to Canada OR if you are a new entrant to Canada, you must adhere to the travel advisories and current compliance requirements set by the Government of Canada and the province of British Columbia.  
You should read the updates from the authentic source of information. The information provided by the Government of Canada can be found at the following links:  
  
<https://travel.gc.ca/>  
<https://www2.gov.bc.ca/gov/content/home>
  - c. **If you have been in contact with a person infected with a communicable disease.** If you have had close contact with an infected person you are at high risk of exposure. Follow the recommendations of The Public Health Agency of Canada and practice hand hygiene, respiratory etiquette, cleaning, and self-monitoring.
3. Employees/Students are to be advised to not mask any symptoms of exposure even if they are mild symptoms or have had to take simple medications such as Tylenol. Workers showing any flu like symptoms are not to come into work under any circumstances. Institute will seek guidance from the Public Health agency and measures taken will depend on the type of disease and the methods of transmission.
4. If an individual is confirmed to have a communicable disease, Institute will inform the other individuals of their possible exposure, without disclosing names or details of the infected individual(s). Depending on the disease, all potentially exposed individuals will be notified to contact their local public healthcare provider.



## RIGHT TO REFUSE UNSAFE WORK

### POLICY

1. Workers in Canada have the right to refuse work if they believe it presents an undue hazard. In those circumstances, Canadian National Institute of Business will consider the refusal on a case-by-case basis, depending on the situation.
2. The purpose of this policy is to ensure that every Canadian National Institute of Business employee has the right to refuse work if he or she feels it is unsafe.
3. Canadian National Institute of Business will continue to maintain a safe work environment for its employees in order to prevent occupational injuries and illnesses.
4. All Canadian National Institute of Business employees are responsible for complying with Occupational Health & Safety Regulation, and Workers Compensation Act.
5. If the investigation and remedy procedure does not solve the matter and the worker continues to refuse to carry out the work process, the supervisor and/or management must investigate the matter in the presence of the worker who made the report and in the presence of the Supervisor and/or (if appointed) the members of the joint safety committee.
6. If this procedure is unsatisfactory and does not remedy the unsafe condition, then the final step is for the Workers Compensation Board to be contacted, without delay, to come to the facility and investigate the situation. The site Supervisor will be the person responsible for contacting the Workers Compensation Board.
7. Under this policy, no employee will be subjected to disciplinary action.
8. An employee must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance, or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of themselves and of any person.
9. An employee who refuses to carry out a work process due to unsafe conditions must immediately report the circumstances of the unsafe condition to their supervisor.

### UNSAFE WORK REFUSAL PROCEDURES

1. All workers must report the unsafe condition to their Supervisor immediately.



2. The Supervisor must investigate the matter and fix it if possible. If the Supervisor decides the worker's concern is not valid, report back to the worker.
3. If a worker still views work as unsafe after a supervisor or employer has said it is safe to perform a job or task, the Supervisor must investigate the problem and ensure any unsafe condition is fixed. This investigation must take place in the presence of the worker and a worker representative of the joint health and safety committee or another worker chosen by the worker.
4. If a worker still views work as unsafe, notify The Workers Compensation Board. If the matter is not resolved, the worker and the supervisor or employer must contact The Workers Compensation Board. A prevention officer will then investigate and take steps to find a workable solution.
5. Under this policy and as per provincial OHS regulations, no employee will be subjected to disciplinary action.

## ACADEMIC CONCESSION / WORKPLACE ACCOMMODATION

### POLICY AND PROCEDURES

Students who would normally attend campus but are self-isolating as a result of the daily self-assessment process, or who reside with someone who needs to self-isolate may request for adjustments by contacting the Institute.

Procedure: Students to inform the Institute by email (preferred for record keeping). Administration will communicate and implement the adjustments and renewed schedules to accommodate the missed academic course.

Faculty and Staff who would normally attend campus but are self-isolating as a result of the daily self-assessment process, or who reside with someone who needs to self-isolate should contact the Manager/Director to report absence from working on the campus and to discuss temporary remote work arrangements.

CNIB adheres to the BC Employment Standards Act and its COVID-19 Amendments.

## MENTAL HEALTH

Whether we are attending the campus or working/studying from home, the COVID-19 pandemic has probably changed the way we conduct our day. Fear and anxiety about this disease and evolving variations and other strong emotions can be overwhelming, and the arising stress can lead to burnout. How we cope with these emotions and stress can affect our well-being, the well-being of the people we care about, our



workplace, school, and our community. It is critical that we recognize what stress looks like, take steps to build our resilience and manage stress, and know where to go if we need help.

#### RECOGNIZE THE SYMPTOMS OF STRESS YOU MAY BE EXPERIENCING

- Feeling irritation, anger, or in denial
- Feeling uncertain, nervous, or anxious
- Lacking motivation
- Feeling tired, overwhelmed, or burned out
- Feeling sad or depressed
- Having trouble sleeping
- Having trouble concentrating

#### Know the common work/study-related factors that can add to stress during a pandemic:

- Concern about the risk of being exposed to the virus at work/school
- Taking care of personal and family needs while working
- Managing a different workload
- Lack of access to the tools and equipment needed to perform your job/conduct your studies
- Feelings that you are not contributing enough to work/study or guilt about not being on the frontline
- Uncertainty about the future of your workplace and/or employment/academic performance
- Learning new communication tools and dealing with technical difficulties

#### FOLLOW THESE TIPS TO BUILD RESILIENCE AND MANAGE STRESS

- Communicate with your coworkers, supervisors, and employees about job stress while maintaining social distancing (at least 6 feet).
  - Identify things that cause stress and work together to identify solutions.
  - Talk openly with employers, employees about how the pandemic is affecting work. Expectations should be communicated clearly by everyone.
  - Ask about how to access mental health resources in your workplace.



- Identify those things which you do not have control over and do the best you can with the resources available to you.
- Increase your sense of control by developing a consistent daily routine when possible — ideally one that is similar to your schedule before the pandemic.
  - Keep a regular sleep schedule.
  - Take breaks from work to stretch, exercise, or check in with your supportive colleagues, coworkers, family, and friends.
  - Spend time outdoors, either being physically active or relaxing.
  - If you work from home, set a regular time to end your work for the day, if possible.
  - Practice mindfulness techniques.
  - Do things you enjoy during non-work hours.
- Know the facts about Communicable diseases. Be informed about how to protect yourself and others. Understanding the risk and sharing accurate information with people you care about can reduce stress and help you make a connection with others.
- Remind yourself that each of us has a crucial role in fighting this pandemic.
- Remind yourself that everyone is in an unusual situation with limited resources.
- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting and mentally exhausting
- Connect with others. Talk with people you trust about your concerns, how you are feeling, or how the pandemic is affecting you.
  - Connect with others through phone calls, email, text messages, mailing letters or cards, video chat, and social media.
  - Check on others. Helping others improves your sense of control, belonging, and self-esteem. Look for safe ways to offer social support to others, especially if they are showing signs of stress, such as depression and anxiety.
- If you feel you may be misusing alcohol or other drugs (including prescription drugs) as a means of coping, reach out for help.
- If you are being treated for a mental health condition, continue with your treatment and be aware of any new or worsening symptoms.



## KNOW WHERE TO GO IF YOU NEED HELP OR MORE INFORMATION

- ✓ Information provided by the Canada Government can be found at [COVID-19: Taking care of your mental and physical health during the pandemic - Canada.ca](#)
- ✓ Information provided by the Mental Health Commission of Canada can be found at [Resource Hub: Mental health and wellness during the COVID-19 pandemic | Mental Health Commission of Canada](#)
- ✓ Information on COVID-19 related stigma, and anti-racism supports can be found at [covid19-stigma-guide.pdf \(who.int\)](#)
- ✓ Information on COVID-19 needs in diverse communities can be found at [Addressing COVID-19 needs in diverse communities - Canada.ca](#)
- ✓ Information on Mental Health during COVID-19 by BC Centre for Disease Control can be found at <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/mental-well-being-during-covid-19>

## PROTOCOLS FOR PHYSICAL DISTANCING

### CLASSROOM REARRANGEMENT:

- Inside the classrooms, the seating is adjusted to facilitate distancing measure and student desks and chairs are arranged in a manner. The classroom capacity is reduced by 20% to accommodate a safe distance between each occupant.
- Schedules are rearranged to facilitate the number of student's attendance maintain safe distance. Evening and weekend classes will be scheduled when required.
- Wherever possible staff to maintain distance from their students, staying at the front of the class.
- Signs are displayed at the entrance of the facility and at the door of every classroom. Each of the signs indicates the maximum number of people permissible in each room.
- Deliveries are placed in the designated area limiting contact between workers and delivery drivers.

### PREVENTATIVE MEASURES

- Entry to campus is made strictly limited to students who are scheduled for on-site activity and to essential staff only.
- Special measures are adopted for visitors or attendees exempted from wearing a mask.

### PROTOCOLS FOR MINIMIZING CONTACT

- Staggered start times and break times are adopted to avoid mixing and time for cleaning surfaces is scheduled.



- When timetabling, groups are kept apart and movement around the school site is kept to a minimum to avoid creating busy corridor, entrance, and exit.
- Taking books and other shared resources home is limited, although unnecessary sharing is avoided.
- Wherever possible, students are encouraged to use their own digital devices to access the learning resources.
- Students are encouraged to request all administration related tasks via email or phone to avoid in person contact as much as possible.
- Students and staff have their own individual and very frequently used equipment, such as office supply, stationary etc.

## EQUIPMENT READINESS

Following equipment is readily available for use:

- Disinfectants
- Hand Sanitizers
- Disposable Sanitizing wipes
- Infrared Thermometers
- Posters and Displays
- Cleaning Supplies
- Barriers for distancing

Personal Protective Equipment

- Medical Masks – Disposable
- Face Shields
- Disposable gloves
- Hygienic Disposal services
- Coverall Disposable Protection Suits

Most staff and students in campus setting will not require PPE beyond what they would normally need for their work and study.

## PROTOCOLS FOR HAND HYGIENE



Following the guidelines by BC Centre for Disease Control, Canadian National Institute of Business has implemented the protocols for Campus cleaning and disinfection as listed below:

- Sanitization stations are setup at the entrance and exists, reception area, waiting area and in each classroom.
- Instructions and posters are displayed campus wise.
- Instructors and trained and instructed to monitor the class for practicing the hand hygiene throughout the presence at the campus.

#### WHEN TO WASH HANDS

- Hand washing is one of the best ways to minimize the risk of getting or spreading a communicable infection. By removing disease-causing material from your hands, you avoid infecting yourself when touching your eyes, nose, or mouth. You also avoid contaminating common objects (e.g., phones, keyboards, and doorknobs) and infecting others.
- All Canadian National Institute of Business employees, students and visitors must wash their hands with SOAP and WATER at the following minimum intervals. Refrain from touching your face, eyes and mouth during your attendance:
  - At the start of every attendance
  - At each break interval
  - At lunch break before and after (especially before consuming food)
  - At the end of every attendance
  - After using the washroom
  - If you feel you have come in contact with someone who is suspected to show COVID-19 symptoms.
  - After coughing, sneezing or blowing your nose
  - After administering first aid to anyone.

#### HOW TO WASH YOUR HANDS

- Follow proper hand washing procedure using soap with warm running water for at least 15 to 20 seconds.
- After washing, turn off the faucet with a paper towel
- Dry your hands with an air dryer or a clean paper towel
- Use a paper towel to open the bathroom door and dispose of paper towel in a trash bin outside of door.
- Avoid touching your face, eyes, or rubbing your nose.
- If water is not available, use a waterless hand cleanser that has at least 70% alcohol. Canadian National Institute of Business will ensure hand sanitizers are available at campus.



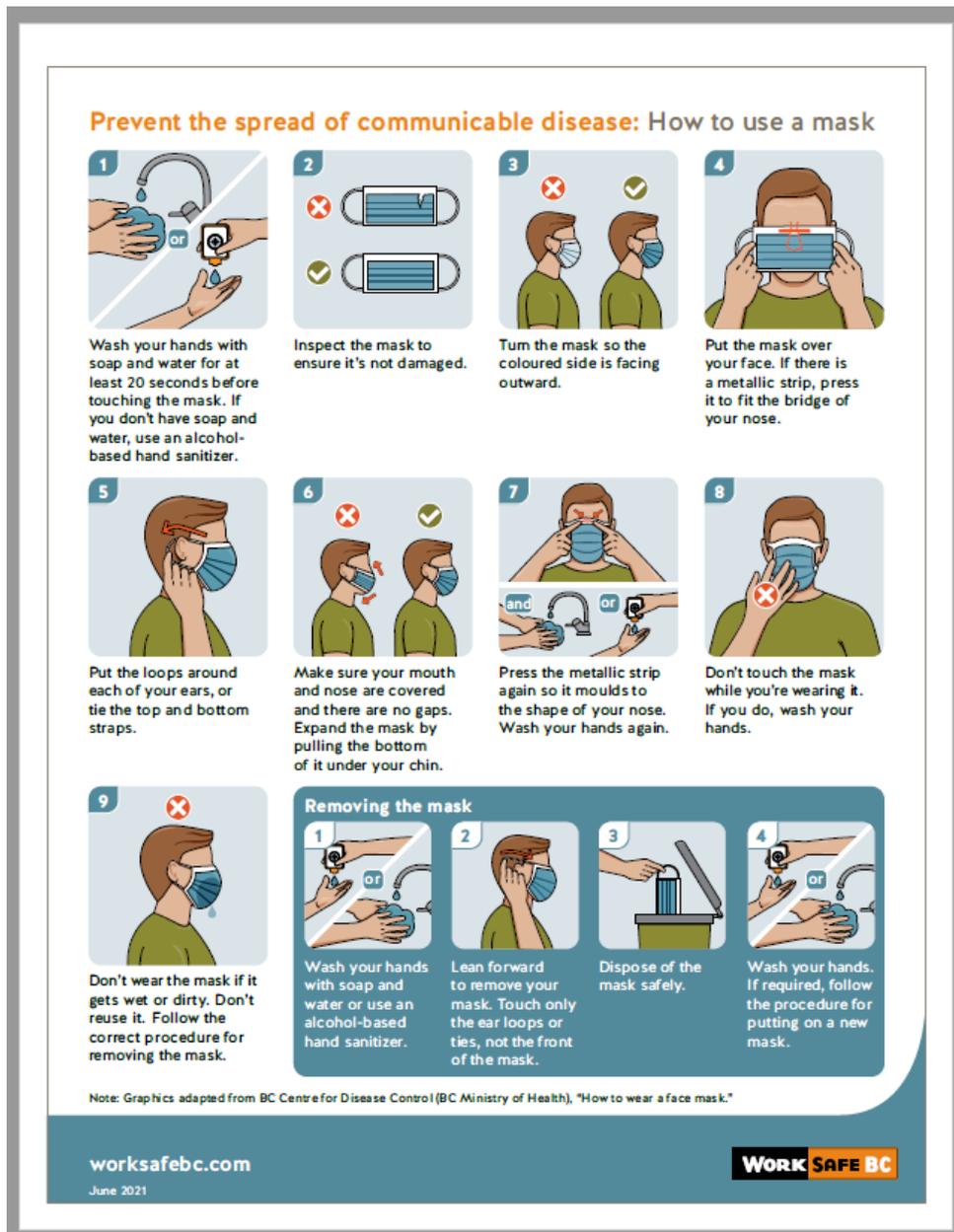
## HAND SANITIZATION AND WASHING STATIONS

1. Canadian National Institute of Business will ensure adequate hand washing facilities and sanitization stations are available for employees, students, and visitors at the campus, as per regulation requirements.
2. All handwashing areas include running fresh water and fully supplied with soap and fresh paper towels.
3. Hand sanitizers are available throughout the campus areas. Hand sanitizer must contain a minimum of 70% alcohol to ensure viruses are killed on contact.
4. All washroom and hand washing facilities will be maintained in proper working order, kept clean and sanitary and provided with adequate supplies (soap, paper towel, toilet paper and hand sanitizer).



## PROTOCOLS FOR FACE COVERING

- Wearing Facial masks/coverings is made mandatory for all attendees inside the campus. Masks/coverings that cover the nose, mouth and chin are compulsory for the whole duration of attendance indoor.
- The Institute has secured a supply of additional face masks where in the event an individual attends the premises without a face covering on. These masks are provided at no cost and the message is displayed at the entrance.
- Posters instructing on how to fit mask correctly are paced around the campus.





# PROTOCOLS FOR DAILY SYMPTOMS SCREENING PROCESS

- Screening requirements have been posted at the entrance.
- Active screening is conducted at the entrance.
- “Screening questionnaire – Communicable Diseases” is made mandatory for every visitor, staff, student before entering the building each day.



Canadian National Institute of Business

## Screening Questionnaire Communicable Diseases

All visitors, scheduled students, faculty, and staff **MUST** complete and submit the Questionnaire to screen for COVID-19 | Communicable Diseases before they are permitted entry into the Campus.

Anyone who does not pass screening would be told so and should not enter the building.

In emergency situations, emergency first responders should be permitted entry without screening.

Date of Entry		Time of Entry	
Name			
Please tick the correct option: <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Visitor <input type="checkbox"/> Supplier/Contractor			
<b>Screening Questions</b>			
1. Do you have any of the following new or worsening symptoms or signs?			
New or worsening cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Shortness of Breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Sore throat	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Runny nose, sneezing or nasal congestion <small>(in absence of underlying reasons for symptoms such as seasonal allergies and postnasal drip)</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Hoarse voice	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Difficulty swallowing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
New smell or taste disorder(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Nausea/vomiting, diarrhea, abdominal pain	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Unexplained fatigue/malaise	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Chills	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Headache	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Have you travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the past 14 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Do you have fever?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Have you had close contact with anyone with respiratory illness or a confirmed or probable case of COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**TAKE TEMPERATURE.** A fever is a temperature of 37.8 °C (100.04 °F) or greater.

### Results of Screening Questions:

- If the individual answers NO to all questions from 1 through 4 and they do not have a fever, they have passed and can enter the facility. Note: Hand sanitization and facial coverings are mandatory.
- If the individual answers YES to any question from 1 through 4 and they do not have a fever, they have NOT passed and cannot enter the facility. They should go home to self-isolate immediately.

Version August 2021



Faculty, staff, and students who display COVID-19 related symptoms on signing in are required to return home immediately and seek medical assistance and are advised to contact 8-1-1 or their local healthcare provider for further direction.

Anyone sent home for these reasons is not allowed back into the school until a medical practitioner has confirmed they are clear of these symptoms and/or the person in question has been subject to self-isolation or quarantine for a period recommended by the public health authority (e.g., 14 days) or can show proof that they have tested negative for COVID-19.

## INDIVIDUALS SHOWING SYMPTOMS OF A COMMUNICABLE DISEASE

### SINGLE INDIVIDUAL SYMPTOMS

Institute has advised students, faculty or staff member **who become unwell** to perform a self-assessment using a provincial or federal online COVID-19 self-assessment tool (i.e.: <https://bc.thrive.health/>) and follow the directions provided.

If an individual becomes ill during work hours with a suspected communicable disease at Canadian National Institute of Business, the following procedures will be followed:

1. The ill person will be put in a room or area where they are isolated from others in the workplace.
2. Immediately provide the ill person with the required Personal protective equipment. Educate the individual to wear the face masks immediately and to not take it off under any circumstances.



3. Any worker who is assisting the ill person (such as a first aid attendant) must have on the proper PPE when helping the individual. Such PPE is to be the following:
  - a. Latex or Neoprene First Aid Gloves



- b. Respiratory Protection (Medical Face Mask, N95 Respirator or Half Mask Respirator with P100 cartridges)



- c. Face Shield (example worker is showing symptoms of sneezing or coughing)



- d. Face Visor & Safety Goggles (ideal for health care workers)



- e. Suit Coveralls (ideally with head cover and foot covers)



4. The first aid attendant may make the individual comfortable as possible in the isolation room; but are also to leave the room as soon as possible. Keep the length of stay inside the isolation room as short as possible.
5. No other person may enter the area where the ill person(s) is present/isolated.



6. Contact the local health authorities depending on the severity of the circumstances. make immediate arrangements for an appointment with the nearest assessment center (Tri-Cities COVID-19 Test Collection Centre, 2796 Aberdeen Avenue, Coquitlam, Coquitlam Park and Ride Overflow lot. Entrance off Mariner Way, Phone- 604-587-3936).

If same day appointment is available, transport the individual directly to the assessment center. Following the Covid19 test at the assessment center, the individual will be directly transported to their residence to self-isolate until their test results are available.

If the appointment is not available for same day, the individual will be safely transported to home for self-isolation until the testing appointment and is instructed to follow further guidelines by PHA.

7. After the exposed person has left the premises ensure (while wearing your PPE) all areas that the person may have touched is properly disinfected, such as door handles, chairs, benches, door sills etc..
8. Institute designated staff will **assist the affected person** with every arrangement required and will provide support to assure that the individual complies with the safety guidelines. The support includes, but is not limited to the following:
  - arranging a suitable accommodation for self-isolation if the individual does not have one
  - arrange immediate transportation for travelling (Public transport must be avoided)
  - arrangement for appointments for COVID-19 testing
  - Basic medical care, supplies of medication etc.
  - Sanitation products or service
  - Food and water
  - Mental and Social support
  - Information support



## MULTIPLE INDIVIDUALS' SYMPTOMS

1. If 2 or more individuals are showing symptoms or suspected in exposure to a suspected communicable disease, follow the same procedures in Single Individual Symptoms.
2. All work / Instructions / Meetings on the campus will stop immediately.
3. All workers, students and visitors on-site will need to be notified by an emergency evacuation system (i.e. audible alarm or air horn). The campus is to be evacuated immediately.
4. Inform all attendees who were attending on the same day as the ill persons; that they may have been exposed to a suspected communicable disease and they are to immediately contact their health care provider for testing.
5. No work will commence on site until the approval of Canadian National Institute of Business.

## SAFE REMOVAL OF PPE

1. Gloves are the most common type of personal protective equipment. Gloves should be waterproof, disposable, of good quality, suitable for the task, and preferably latex-free. Don't use cloth gloves or gloves that are not waterproof.
2. Remove disposable gloves as soon as possible if they become damaged or contaminated, and after you have completed the task requiring gloves. Gloves should be removed before leaving the work area. Do not wash and reuse your gloves. Use new gloves for each new task.



3. Discard all gloves and masks into an identified bin solely for medical waste. Ensure the waste bin has a covering lid. Ensure the lid is closed at all times.



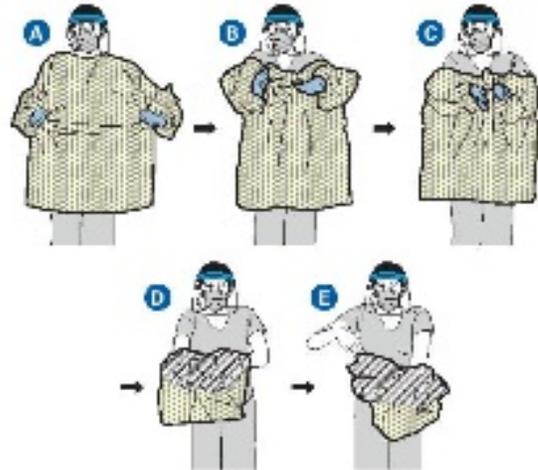
4. Do not reuse used gloves or face masks. Wash your hands with soap and water immediately.

## HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

### 1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



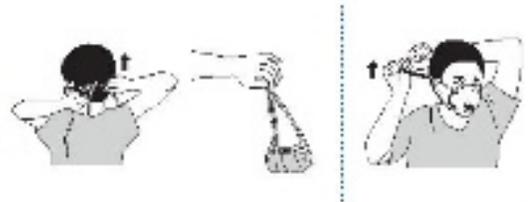
### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



### 3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — **DO NOT TOUCH!**
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



### 4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE**



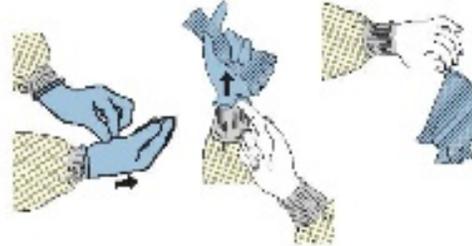
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## HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

### 1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



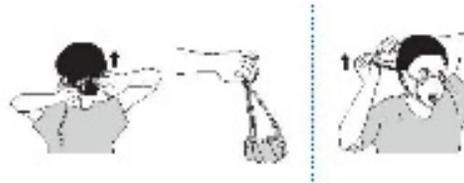
### 3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container



### 4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — **DO NOT TOUCH!**
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



### 5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE**



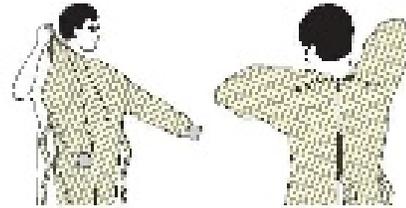
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## SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

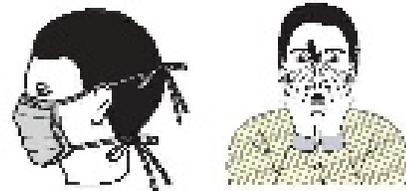
### 1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



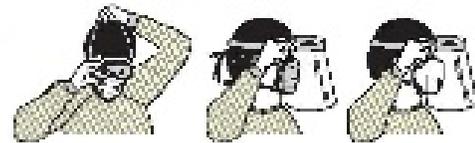
### 2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



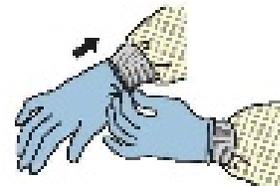
### 3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



### 4. GLOVES

- Extend to cover wrist of isolation gown



## USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



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## STANDARD WORKPLACE HYGIENE PROCEDURES

### CLEANING AND SANITIZING

Following the guidelines by BC Centre for Disease Control, Canadian National Institute of Business has implemented the protocols for Campus cleaning and disinfection as listed below:

- Sanitization stations are setup at the entrance and exists, reception area, waiting area and in each classroom.
- All facility is cleaned frequently including washrooms. All utilities and equipment are active and running (including running water, Air-conditioning, Heating and Ventilation) and facility is stocked with required material including soap, paper towels and plastic lined waste containers.
- Offices, break rooms, workspaces and contact surfaces and any frequently touched surfaces are cleaned twice a day and more frequently depending on the use.
- Each staff has dedicated workspace and office equipment including phones and digital devices to avoid touching while sharing.
- Canadian National Institute of Business ensures during high risk as advised by the CDC; all areas will be cleaned and sanitized frequently.
- Canadian National Institute of Business ensures during high risk as advised by the CDC; high risk touch spots will be cleaned and sanitized frequently, such as: Doorknobs, light switches, handrails, computer keyboards, desks, computer mouse, lunchrooms, sink taps, lunch tables, fridge handles, cellular phones etc.
- Disinfectants and Sanitizers and related cleaning products are readily made available.
- Appropriate posters and signage are displayed to spread continuous awareness about the prevention from communicable diseases.





## PERSONAL PROTECTIVE EQUIPMENT

1. All staff and students AND the visitors are required to always wear facial masks when inside the Institute campus.
2. The following PPE will be provided to all employees by Canadian National Institute of Business. This PPE is to be worn and used if exposed to or near an infected individual.
  - a. Latex or Neoprene First Aid Gloves



- b. Respiratory Protection (Medical Face Mask, N95 Respirator or Half Mask Respirator with P100 cartridges)



- c. Face Shield (example individual is showing symptoms of sneezing or coughing)



- d. Suit Coveralls (ideally with head cover and foot covers)





## DISPOSAL OF CONTAMINATED PPE

1. All contaminated PPE such as masks, respirators, gloves and Tyvek suits must be disposed of in a labeled biohazardous container bin.



2. Face shields can be cleaned with a disinfectant solution.

## FACE TOUCHING

It is advised to all individuals to refrain from touching their face, eyes or mouth prior to washing their hands with soap and water.

## FOOD AND BEVERAGE SHARING

At no time shall any individual share their food or beverage containers with another person. Please bring your own water bottle and do not share your water bottle with anyone.

## SNEEZING AND COUGHING

1. Do not sneeze or cough into the air or towards another individual at anytime.
2. Sneeze or cough into a tissue or into your elbow. DO NOT USE YOUR HANDS.



3. After coughing or sneezing, put your used tissue into a garbage bin and immediately wash your hands with soap and water (or disinfect with 70% or more alcohol-based hand sanitizer).

## TRAVEL

1. The Government of Canada has issued a Global Travel Advisory. They are advising Canadians to avoid non-essential travel outside of Canada until further notice.
2. If an employee is planning to travel, they must inform Canadian National Institute of Business prior to any travel plans.

## EXPOSURE OR SYMPTOM REPORTING

1. If you believe you have been exposed to infected person, report to your Supervisor immediately. You will be required to leave the site, isolate yourself, and contact your local health care provider.
2. If you are showing any of the following symptoms, report to your Supervisor immediately. You will be required to leave the site, isolate yourself, and contact your local health care provider:

Similar to a cold or flu and include fever, fatigue, cough and difficulty breathing.