



## **Lake Country Art Gallery & Art House Communicable Disease Plan**

This Communicable Disease Plan is intended for staff, contractors, volunteers, tenants, artists and visitors to the Lake Country Art Gallery & Art House by providing information that can be used to prevent the contraction and spread of communicable diseases, and to guide appropriate responses to any communicable disease outbreak. WorkSafeBC defines a communicable disease as an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from one person to another.

A combination of preventative measures will be used to minimize exposure to communicable diseases, including the most effective control measures available.

### **Purpose and alignment with WorkSafeBC and Public Health guidance**

The purpose of this Communicable Disease Plan is to protect staff, contractors, volunteers, tenants, artists and visitors from harmful exposure to communicable diseases and to reduce the risk of infection in the event of an exposure. WorkSafeBC Occupational Health and Safety Regulation 5.54 and 6.3, Guideline G-P2-21, Communicable Disease Plan and Occupational Health and Safety Regulation 4.85 Hand Hygiene will be adhered to and utilized as the basis of the Lake Country Art Gallery & Art House Communicable Disease Plan.

In the event of a communicable disease threat (or increased risk thereof) or other health emergency, Lake Country Art Gallery & Art House will: work with Interior Health; take appropriate action to protect the health and safety of staff, contractors, volunteers, artists and visitors; and provide additional guidance as necessary.

### **Scope**

Communicable diseases falling within the scope of this Plan are those typically caused by bacteria, viruses, fungi, or parasites and normally spread through direct or indirect human contact or through the consumption of contaminated food/water. Examples of communicable diseases include but are not limited to:

- Coronavirus
- Hepatitis A

- Norovirus
- Influenza
- Measles
- Meningococcal Meningitis
- Mumps
- Rubella
- Tuberculosis

## **Prevention**

Preventing communicable disease involves taking ongoing measures to reduce the risk of communicable disease transmission in the workplace. Vaccines, antibiotics, antivirals, innate immunity, and/or acquired immunity can provide some protection against certain communicable diseases. Even with these layers of protection in place, it is important to implement additional measures to limit the spread of a communicable disease before it has the potential to cause serious illness/disease:

- Wash your hands or use hand sanitizer frequently.
- Use proper cough & sneeze etiquette.
- Routinely clean and disinfect surfaces.
- Practice a healthy lifestyle: exercise, eat a balanced diet, and get sufficient sleep.
- Handle and prepare food safely: keep foods at a correct temperature, cook foods (especially meat) thoroughly, wash produce, and observe expiration dates.
- Follow universal precautions if working with bloodborne pathogens.
- Avoid coming to the gallery/art house when sick in order to prevent the spread of communicable disease.
- Maintain appropriate immunization with vaccinations based upon Interior Health Guidance.
- Follow any PHO guidance around the wearing of non-medical masks.

## **Monitoring your health**

The following procedures should be followed whenever a communicable disease emergency such as a regional communicable disease outbreak, pandemic, or public health emergency is declared by local, provincial, or national officials. For all other routine, seasonal, or individual health issues, consult your healthcare provider. Routine, seasonal, and individual health issues DO NOT need to be reported to gallery staff unless advised to do so by your healthcare provider.

**All medical information is treated as private and confidential and will be handled in compliance with legal requirements and professional ethical standards.**

### *Personal Health Checks*

Before staff, contractors, volunteers, tenants, artists and visitors access any Lake Country Art Gallery Society building, they will be required to complete a personal health check. The health check involves a self-assessment using the following questions,

- Have you travelled outside of Canada within the last 14 days and are not fully vaccinated?
- Have you been identified by Public Health as a close contact of someone with COVID-19?
- Have you been told to isolate by Public Health?
- Are you experiencing any of the following new or worsening symptoms:
  - Fever or chills
  - Cough
  - Loss of sense of smell
  - Loss of sense of taste
  - Difficulty breathing
  - Sore throat
  - Loss of appetite
  - Extreme fatigue or tiredness
  - Headache
  - Body aches
  - Nausea or vomiting
  - Diarrhea

If the answer is “yes” to any of these questions, do not come to / remain at the gallery/art house and refer to HealthLink BC by calling 811. If you experience any of these symptoms while on site, please report to the gallery manager/president and refer to HealthLink BC by calling 811.

Staff, contractors, volunteers or artists who are concerned that they may have come into contact with someone who may be ill from a communicable disease are to take the following actions:

- Report the incident to the Gallery Manager/Gallery President.
- Call BC’s HealthLink at 8-1-1 to share information regarding the incident and determine if any action needs to be taken.

### **STAFF & CONTRACTORS**

Staff and contractors who are diagnosed with or believe they have a communicable disease should:

- Seek medical attention if necessary.
- Stay home when sick and avoid close contact with others to the extent possible.

- Notify the gallery manager/president if you will be away due to illness or are being advised by public health to self-isolate.
- Take action to limit the spread of communicable disease, avoid traveling when sick, unless otherwise deemed appropriate by a health care professional.
- Follow information and guidance on any communicable disease responses shared by Interior Health, the BCCDC or the PHO. Staff or Contractors who become aware of colleagues or volunteers who exhibit communicable disease symptoms while on site, should contact the gallery manager.

### **VOLUNTEERS, TENANTS & ARTISTS**

A volunteer, tenant or artist who is diagnosed with or believes they have a communicable disease should:

- Seek medical attention from their primary care provider.
- Stay at home or within your residence room when sick and avoid close contact with others to the extent possible.
- Notify gallery manager, and family as necessary.
- Avoid traveling when sick, unless otherwise deemed appropriate by a health care professional.
- Follow information and guidance on any communicable disease response shared by Interior Health, BCCDC or PHO.

### **VISITORS**

- Complete the personal daily health check as outlined above.
- Follow all posted signage while on site.
- Follow information and guidance on any communicable disease responses shared by Interior Health, BCCDC or PHO.
- A visitor who is diagnosed with or believes they have a communicable disease should:
  - Avoid coming to the gallery/art house.
  - Seek medical attention from their primary care provider.
  - Stay at home when sick and avoid close contact with others to the extent possible.

### **RISK ASSESSMENT**

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have noted the various risk levels for our employees, depending on pot

**Table 1: Risk assessment for Communicable Diseases**

	<b>Low Risk</b>	<b>Moderate risk</b>	<b>High risk</b>
	Workers/Tenants/Volunteers who typically have no contact with people infected.	Workers/Tenants/Volunteers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	Workers/Tenants/Volunteers who may have contact with with infected people in small, poorly ventilated workspaces
<b>Hand Hygiene</b>	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
<b>Disposable gloves</b>	Not required	Not required, unless handling contaminated objects on a regular basis	<b>Yes</b> , in some cases, such as when working directly with infected patients/people.
<b>Aprons, gowns, or similar body protection</b>	Not required	Not required	<b>Yes</b> , in some cases, such as when working directly with infected patients/people.

<b>Eye protection –goggles or face shield</b>	Not required	Not required	<b>Yes</b> , in some cases, such as when working directly with infected patients/people.
<b>Respiratory Protection (face masks/face coverings)</b>	Not required	Determined by contact intensity or vaccination status.	Determined by contact intensity or vaccination status.

The Occupational Health and Safety Regulation requires the employer to implement communicable/infectious disease controls in the following order of preference:

- Controls used to mitigate the risks of exposure
- Engineering Controls
- Administrative Controls
- Education and Training
- Personal Protective Equipment

**Safe Work Practices**

Controls used to mitigate the risks of exposure: Standard precautions for infection control include frequent and proper hand washing, following cough and sneeze etiquette, avoiding touching the eyes, nose or mouth, and staying home from work/volunteering when sick.

**Engineering controls** separate or isolate an individual from a hazard. For example a physical barrier which limits personal human contact. Ventilation is assessed for functionality on an ongoing basis at the gallery & art house.

**Administrative controls** include the implementation of safe work procedures to reduce the risk of infection in the workplace. Administrative controls include hand washing and following cough/sneeze etiquette (cover your mouth and nose with a sleeve or tissue when coughing or sneezing), allowing a reasonable personal distance space to reduce human-to-human transmission, and an increase in cleaning frequencies for shared work surfaces and equipment.

**Personal Protective Equipment (PPE)** is the last level of mitigation and includes measures such as wearing of masks, respirators, coveralls, gloves, goggles and/or face-shields. The use of PPE is

required in high-risk situations, such as dealing with infectious people. Please refer to the *Position Risk Assessment* Chart above.

During a communicable/infectious disease outbreak, large gatherings of people should be avoided, and, if possible, staff should be encouraged to work in ways that limit in-person contact. If staff must hold meetings, video conferences and conference calls should be encouraged.

The Lake Country Art Gallery & Art House encourages all to follow instructions from the PHO, MHO, Medical Doctor, WorkSafeBC and other applicable regulatory agencies, regarding the administering of vaccinations and their relationship to communicable disease management.

## **SAFE WORK PRACTICES**

### **Hand Hygiene**

Hand washing, following proper coughing and sneezing etiquette, and not touching your face are the key to the prevention of transmission, which minimizes the likelihood of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose, and mouth – or to other surfaces that are touched.

Wash your hands “well” and “often” with soap and water for at least 20 seconds (the time it takes to hum the “Happy Birthday” song twice). If soap and water is not available, use an alcohol-based hand sanitizer to clean your hands.

#### **“Often” includes:**

- upon arriving and when leaving work
- after coughing or sneezing
- after bathroom use
- when hands are visibly dirty
- before, during and after you prepare food
- before eating any food (including snacks)

#### **“Well” means:**

- wet hands and apply soap
- rub hands together vigorously for at least 20 seconds ensuring the lather covers all areas – palm to palm, back of hands, between fingers, back of fingers, thumbs, fingernails (using palm) and wrists

- rinse hand thoroughly with water
- dry your hands with paper towel (or a hand dryer), use the paper towel to turn off the tap and open the door, then dispose of the paper towel

**Additionally:**

- avoid touching your eyes, nose, or mouth with unwashed hands
- use utensils: consider using forks, spoons or toothpicks when eating and serving foods (especially snacks or “finger foods”)
- follow proper coughing and sneezing etiquette

***See Appendix A for HAND WASHING TIPS.***

**Cough/Sneeze Etiquette**

All staff, contractors, volunteers, tenants and artists are expected to follow cough/sneeze etiquettes, which are a combination of preventative measures that minimizes the transmission of communicable diseases via droplet or airborne routes.

Following cough/sneeze etiquette includes:

- Covering your mouth and nose with a sleeve or tissue when coughing or sneezing in order to reduce the spread of germs,
- Using tissues to contain secretions, and immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards,
- Turning your head away from others when coughing or sneezing.

***See Appendix B for COUGHING/SNEEZE ETIQUETTE.***

**EDUCATION**

Lake Country Art Gallery, in response to communicable diseases, has established the following means of sharing information across the organization:

- Posting of the full Communicable Disease Plan on the Lake Country Art Gallery’s website.
- Sending “All staff, contractors, volunteers, tenants, artists and visitors emails” on a regular basis and with pertinent and timely communicable disease information for the gallery/art house community..
- Prominent posters in gallery/art house spaces (hand washing/ sneeze etiquette/ daily health check)



As communicable diseases are a public health matter, the information noted above is intended for all staff, contractors, volunteers, tenants, artists and visitors

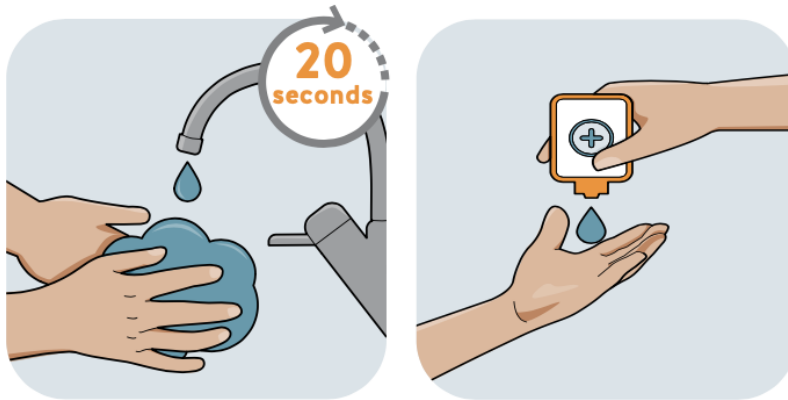
### **Supports**

Employees who are feeling stressed or worried can access resources

### **Other resources:**

- Crisis Centre (1-800.784.2433, [crisiscentre.bc.ca](https://www.crisiscentre.bc.ca))
- HealthlinkBC (811, [healthlinkbc.ca](https://www.healthlinkbc.ca))

# Prevent the spread of communicable disease



**Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.**

## **Wash your hands:**

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

# Prevent the spread of communicable disease

## Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or



Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.

Or



Clean your hands with alcohol-based hand sanitizer.