Infectious Disease/Pandemic Response and Mitigation

**PURPOSE:**

* To prevent unnecessary and unwanted exposure to infectious diseases and illnesses to employees and clients
* To minimize the possibility of spreading infectious diseases and illnesses in the workplace
* To maintain a healthy and safe working environment for all clients, employees and visitors to our worksites
* To minimize the exposure to infectious diseases and illnesses while participating in events in the community.
* To promote the restoration of pre-pandemic health and wellness and to return to regular program and operations functions.

Definition:

Infectious/communicable illness: A disease that is easily passed from one person to another; contagious disease; a disease that is transmitted through direct contact with an infected individual or indirectly through a carrier or contamination.

**PROCEDURE:**

Employees of the Society who are aware of or suspect they may have a communicable disease will inform their supervisor that they are unable to work and will seek medical intervention.

Persons who exhibit signs and symptoms of communicable illness will be directed to leave work and to seek medical attention.

Pandemic Response: Definition:

Pandemic: An epidemic (a sudden outbreak) that becomes very widespread and affects a whole region, a continent, or the world.

**PROCEDURE:**

The Society and its employees will act in accordance with Federal, Provincial and Regional response directives pertaining to the declaration of a pandemic emergency.

Employees should anticipate disruptions to normal work routines. All employees may be required to:

* Wear personal protective equipment while working
* Work in small isolated groups
* Refrain from direct contact with other people in the work environment
* Work at different locations or from home
* Avoid public gatherings
* Avoid public buildings, such as malls, schools and libraries
* Avoid public transportation
* Work with employees of other agencies to ensure that individuals who are ill, have been diagnosed with, or may be at risk of spreading contagions remain in the care of residential service providers or family until they are healthy and fit to return to program.

All employees are encouraged to:

* Monitor their own personal health
* Monitor the health and wellbeing of individuals and co-workers
* Practice universal precautions
* Report personal illness or symptoms to their supervisor
* Advise their supervisor if they have been in direct contact with a person displaying signs and symptoms of a declared pandemic illness
* Advise their supervisor if they have been in direct contact with a person who has been diagnosed with a declared pandemic illness
* Not come to work if they are ill, have been diagnosed with, or may be at risk of spreading contagions
* Inform their supervisor if any individual(s) in program display signs and symptoms of contagious diseases or pandemic illness
* Arrange with residential service providers or family to remove any individual(s) from our program who display signs and symptoms of contagious disease or pandemic illness.

Managerial/Supervisory responsibilities in the case of a declared pandemic:

* Monitor their own personal health
* Not come to work if they are ill, have been diagnosed with, or may be at risk of spreading contagions
* Ensure that executive directors, managers and supervisors of other agencies are aware of and understand the Society’s pandemic response policies and procedures.
* Liaise with executive directors, managers and supervisors of agencies who provide residential services to ensure they act in accordance and comply with the Society's pandemic response policy
* Ensure all employees follow pandemic mitigation policies and procedures
* Deny entry to Society owned facilities or programs to any person(s) displaying signs and symptoms of pandemic illness