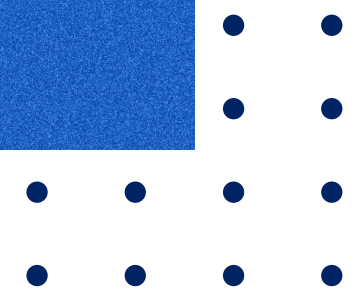
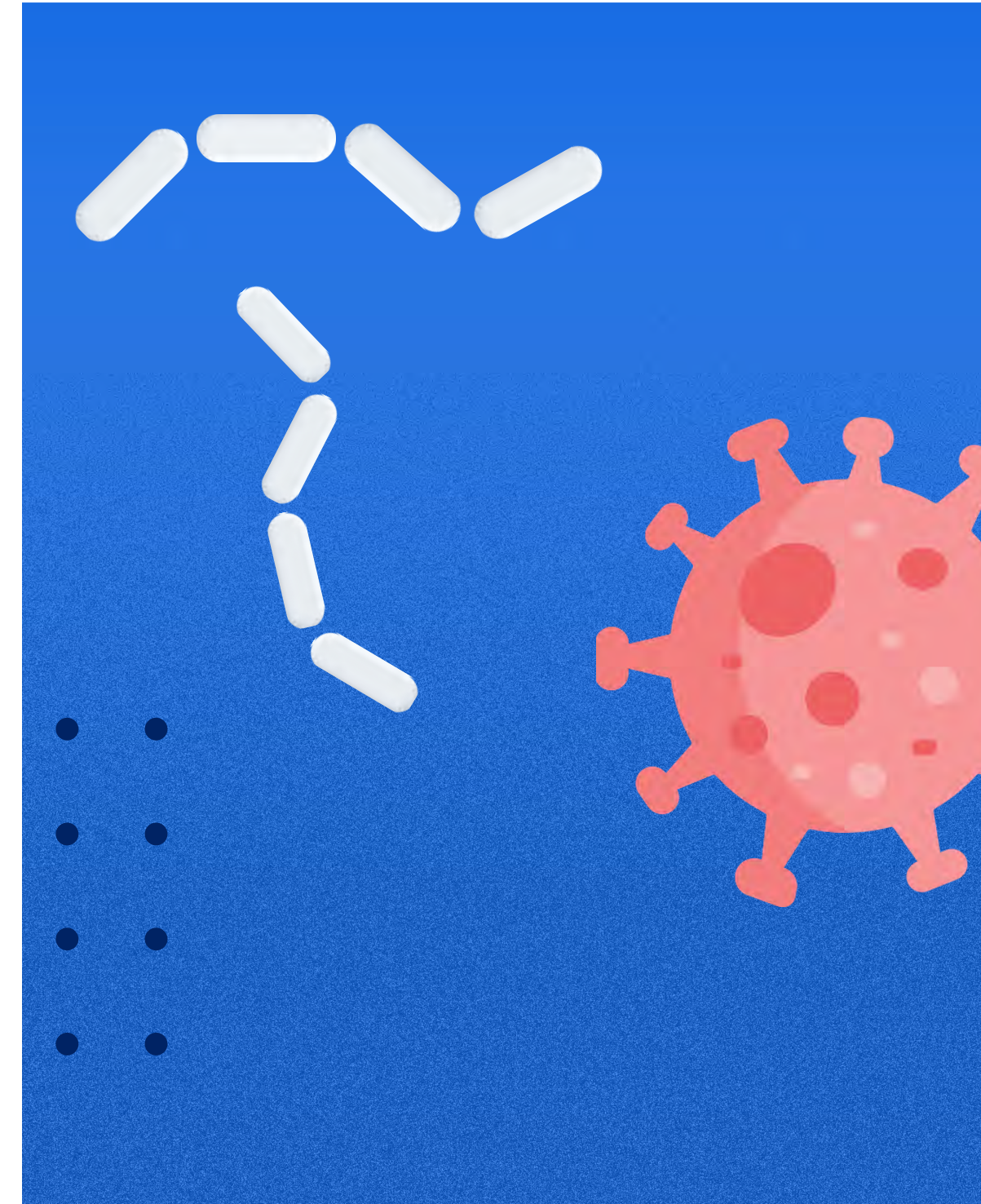
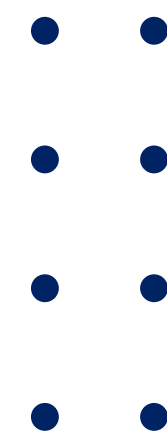




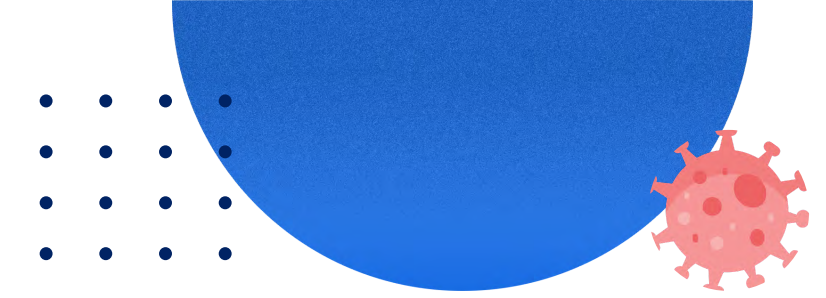
Communicable Disease Prevention Plan

POLICIES AND PROCEDURES

Updated: April 8, 2022



Contents

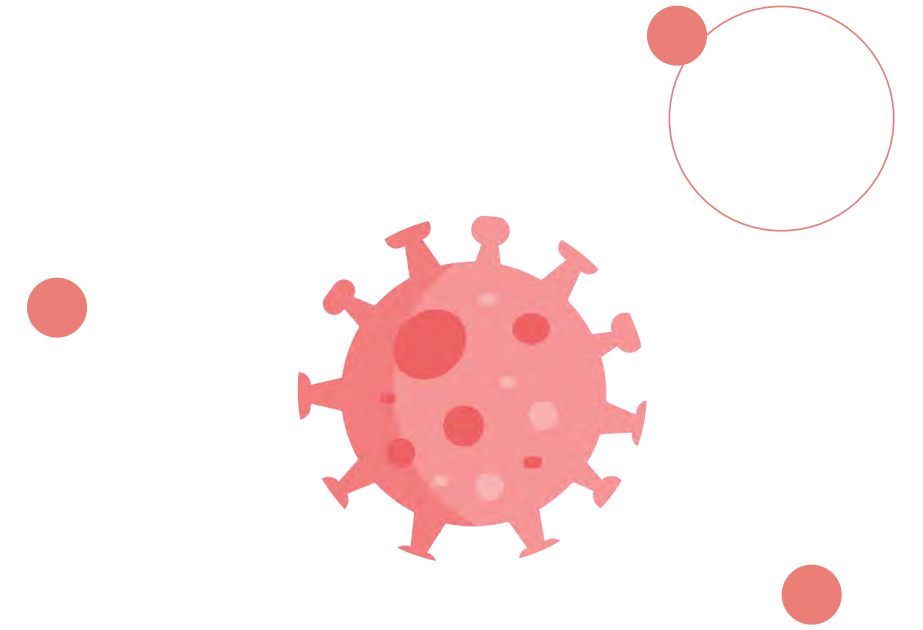


1. North Van Arts' Communicable Disease Prevention Plan Statement
2. Transitions to another New Normal
3. Step 1: Understanding the risks in your workplace
4. Reducing Transmission
5. Hierarchy of Controls
6. Risks of Exposure
7. Step 2: Implement measures, policies, and procedures to reduce risk
8. Ongoing Measures
9. Self-Isolation
10. Symptoms and What To Do
11. Illness in the Workplace
12. Working Remotely
13. Cleaning and Hygiene
- 14-15. Procedures for daily cleaning of Gallery & Art rental high-tough areas
16. Building Ventilation
17. Vaccinations
18. Proof of Vaccination
19. Masks & Personal Protective Equipment (PPE)
20. Additonal Measures
21. Physical Distancing
22. Engineered Controls
23. Protecting Mental Health
24. Step 3: Communicate Measures, Practices and Policies
25. Step 4: Monitor your workplace and update your plan as necessary.

North Van Arts recognizes the importance of worker, volunteer, and patron safety as we look to resume operations following COVID-19 related work stoppages and interruptions. North Van Arts' Communicable Disease Prevention Plan was developed with WorkSafeBC's guiding document to prevent the spread of communicable disease—such as COVID-19—on a day-to-day basis. This document describes routine policies and practices to keep the workplace safe. In situations where there is an elevated risk, North Van Arts will follow guidelines and orders issued by the public health officer.



Another New Normal



B.C.'s progress in the fight against COVID-19 is a direct result of the sacrifices and decisions that we have all made. Beginning with the start of Stage 3 on July 1, 2021, North Van Arts is transitioning from the COVID-19 Safety Plan to a Communicable Disease Prevention Plan. This documents follows a four-step process to help staff and volunteers implement this plan. To continue to protect seniors and at risk people in North Van Arts' community, we will implement the required Ongoing Measures and continue certain Additional Measures of protection to allow for greater interactions without putting the health of our loved ones, friends, and neighbours at risk.

Step 1: Understanding the risks in our workplace



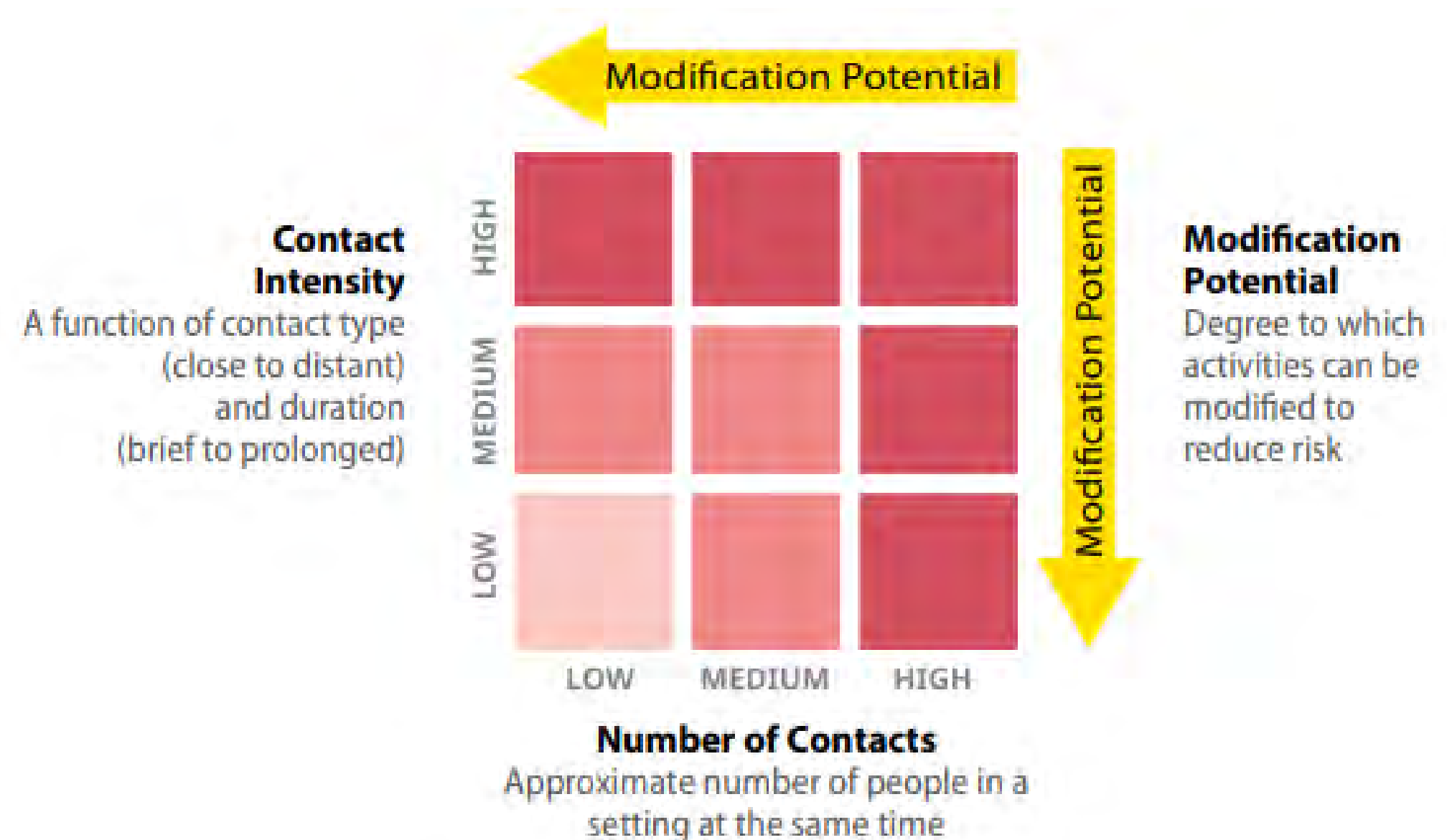
A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from person to person. Examples of communicable diseases that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.

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 determined by the organization and advised by Public Health.

Reducing Transmission

The risk of transmission at a workplace is a direct function of two variables:

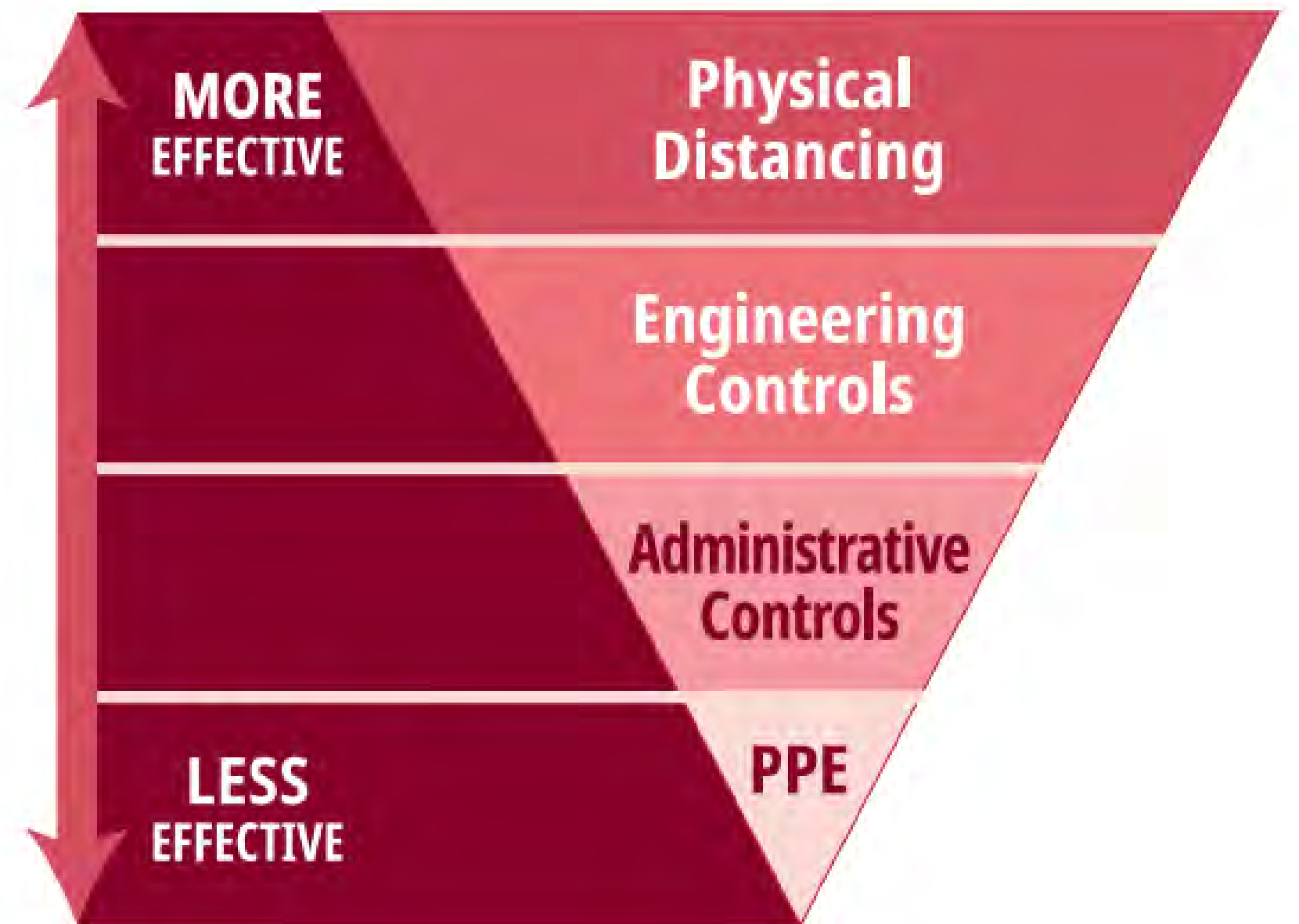
- The number of contacts (the number of people present at the same time)
- And the contact intensity (the type of contact ie. close or distant and the length of contact ie. brief or prolonged).

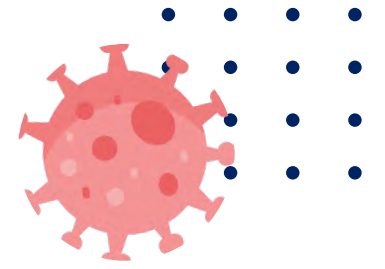


Hierarchy of Controls

Different protocols offer different protection. Wherever possible, use the protocols that offer the highest level of protection and add additional protocols as required. Based on these factors, steps can be taken to reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people.
- Engineering controls – physical barriers (like plexiglass at checkouts) or increased ventilation.
- Administrative controls – clear rules and guidelines.
- Personal protective equipment – like the use of non-medical masks.



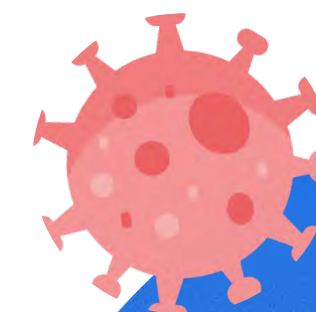


Risks of Exposure

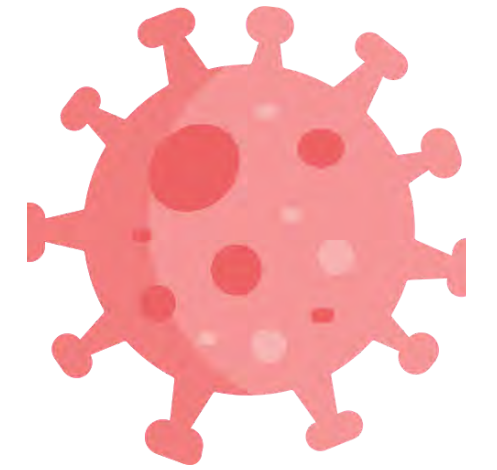
Although North Van Arts has implemented a Communicable Disease Prevention Plan including COVID-19 related health and safety measures, COVID-19 is a highly infectious disease, and there is an inherent risk of exposure in any place where people are gathered in groups of any size, and this risk cannot be eliminated.

Notwithstanding North Van Arts' Communicable Disease Prevention Plan including COVID-19 related health and safety measures, by participating in any North Van Arts program, participants accept the risk that they may be exposed to, and contract COVID-19.

If a program participant has compromised health of any kind, it is the responsibility of the participant, or in the case of a minor, the parent or guardian of the participant, to consult with a doctor prior to attending the program.



Step 2: Implement measures, policies, and procedures to reduce risk



There may be risks arising from restarting programs and operations that need to be managed.

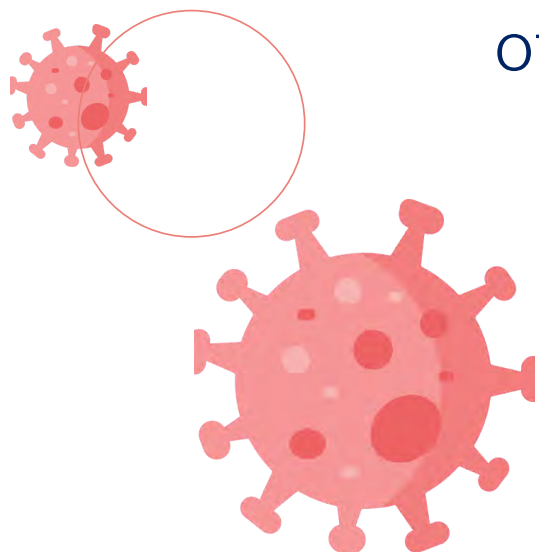
- All regular and new workers, contractors, and volunteers are required to refer to this Communicable Disease Prevention Plan to work together to reduce the risk of transmission in the workplace..
- Managers must follow the Communicable Disease Prevention Plan for their programs and adjust or include any new processes that may arise with the start-up of programs, projects, or incorporation of new tools and equipment.

Ongoing Measures



As an employer, North Van Arts is required to implement and maintain the following measures at all times:

- Workers must self-isolation when sick to eliminate illness in the workplace
- Workers must practice regular hand-hygiene and protective measures for coughs and sneezes
- Workers must maintain a clean work environment
- North Van Arts must ensure building ventilation is maintained
- North Van Arts must support workers in receiving vaccinations for COVID-19 and other vaccine-preventable conditions.

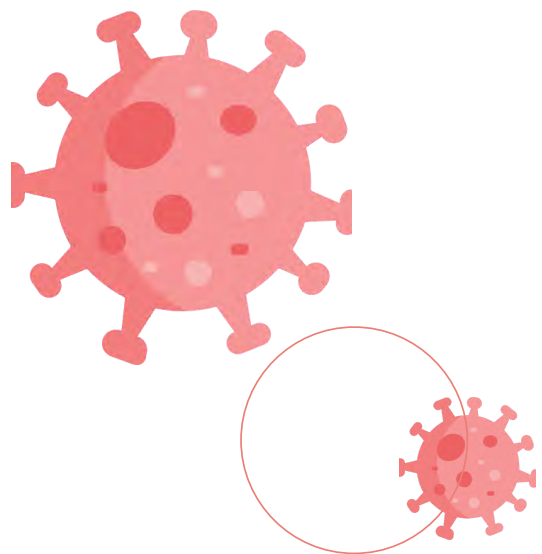


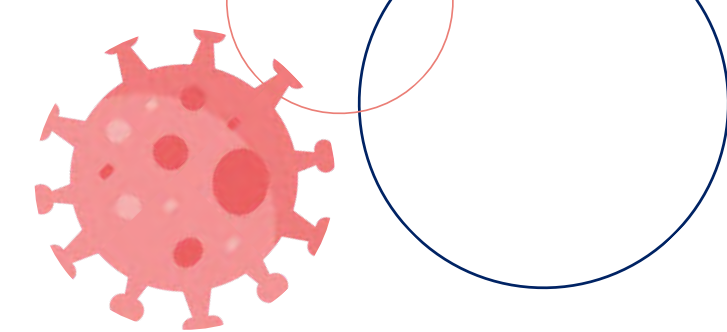
Self-Isolation

The Provincial Health Officer and BC CDC have issued the [following guidance](#) around self-isolation, which must be abided by all North Van Arts workers and contractors.

POLICIES FOR SELF-ISOLATION

- Anyone who has had symptoms of a communicable disease must self-isolate at home (see symptom and instruction chart on next slide).
- Anyone who is under the direction of the provincial health officer to self-isolate must follow those instructions.
- Anyone who is a Close Contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.





Symptoms and What To Do

Based on current evidence, some symptoms are more likely to be related to COVID-19 than others. If you or your child have any of the symptoms listed below, follow the instructions.

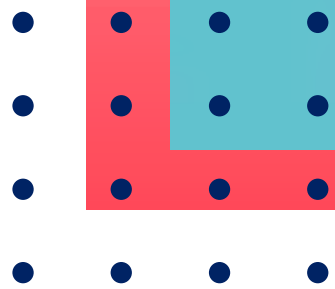
SYMPTOMS		WHAT TO DO
<ul style="list-style-type: none">• Fever (above 38° C)• Chills• Cough	<ul style="list-style-type: none">• Loss of sense of smell or taste• Difficulty breathing	<p>1 or more of these symptoms: Get tested and stay home.</p>
<ul style="list-style-type: none">• Sore throat• Loss of appetite• Headache• Body aches	<ul style="list-style-type: none">• Extreme fatigue or tiredness• Nausea or vomiting• Diarrhea	<p>If you have 1 symptom: Stay home until you feel better.</p> <p>2 or more of these symptoms: Stay home and wait 24 hours to see if you feel better. Get tested if not better after 24 hours.</p>

Illness in the workplace



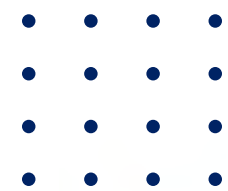
ELIMINATE ILLNESS IN THE WORKPLACE

- Workers who start to feel ill at work must consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.
- Sick workers should wash or sanitize their hands, wear a mask, and isolate from other workers while making arrangements to get home safely.
- Individual workers should prepare a plan for who to contact and how they will get home that mitigates risks of transmission, should they feel ill at work.
- Clean and disinfect any surfaces that an ill worker has come into contact with.
- If a worker is severely ill (e.g., difficulty breathing, chest pain), call 911 and the worker's emergency contact.



Working Remotely during Self-Isolation

Working from home can facilitate physical distancing and self-isolation. Workers' health and safety is a priority while working from home.

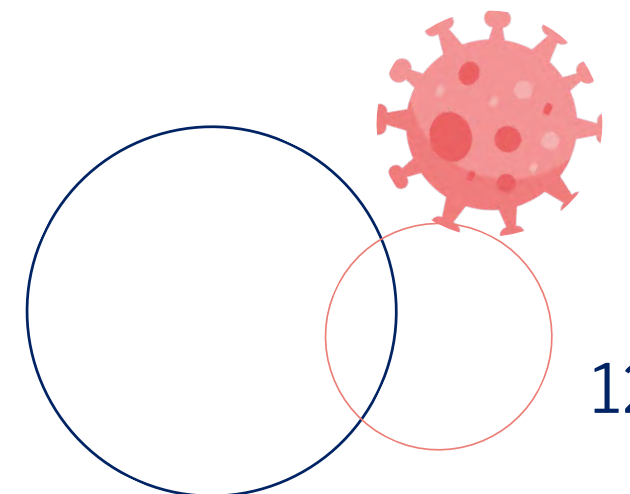


POLICIES FOR WORKING REMOTELY

- Workers that require self-isolation will work remotely.
- Workers are required to assess the risks within their home-work environments and adapt these policies as required.

TOOLS FOR WORKING REMOTELY

- [Setting up, organizing, and working in your home workspace \(WorkSafeBC\).](#)
- [Ergonomics \(WorkSafeBC\).](#)



Cleaning and Hygiene

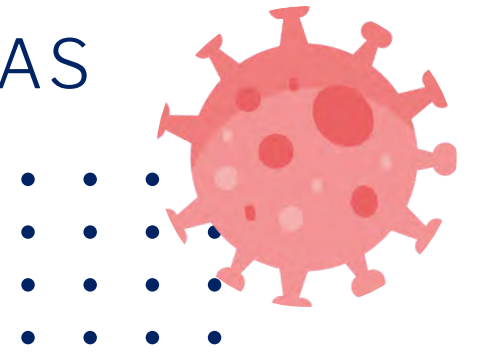
Effective cleaning and hygiene practices are essential to reducing the risk of transmission.

POLICIES FOR CLEANING AND HYGIENE

- Workers must practice good hygiene, including:
 - Regular hand washing
 - Avoiding touching your face
 - Covering coughs and sneezes
 - Disinfect frequently touched surfaces
- Workers must wash/disinfect hands upon entering the workplace, after exchanges with members of the public, and are encouraged to wash/disinfect hands between all task transitions.
- All shared public facing equipment and tools should be cleaned after use (including payment machines, interactive stations).
- Workstations and stationary should be limited to individual workers and should be cleaned as often as possible.
- High-touch areas should be cleaned a minimum of once a day



PROCEDURES FOR DAILY CLEANING OF GALLERY & ART RENTAL HIGH-TOUGH AREAS

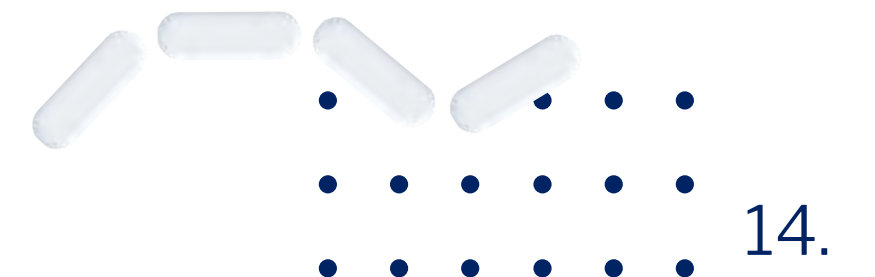


Front areas and Gallery:

- Light switch at front doors
- Front door interior push handles and door panels where people may push or hold the door open (wipe as you unlock doors)
- Top accessibility switch (wipe as you switch on) and Interior accessibility button (wipe as you press to open for bringing signs out)
- Front door exterior handles and door panels where people may push or hold the door open
- Exterior accessibility button
- Volunteer desk, chair top and sides, clicker, binder, and any pens
- While turning on, wipe gallery light switches
- Reception counter and card machine
- Public facing washroom door handles, light switch, sink taps, counter, and toilet flush handle

Art Rental areas:

- Art Rental and hallway light switches
- All art rental rack handles
- Light switch at art rental entry



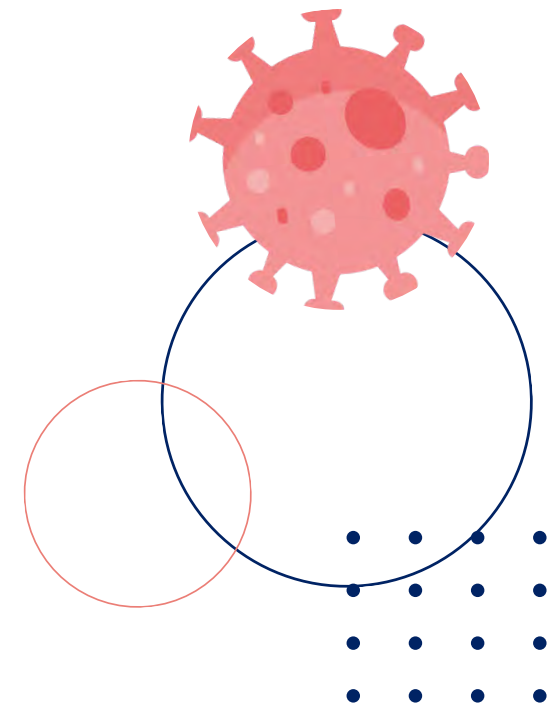
PROCEDURES FOR DAILY CLEANING OF OFFICE HIGH-TOUGH AREAS

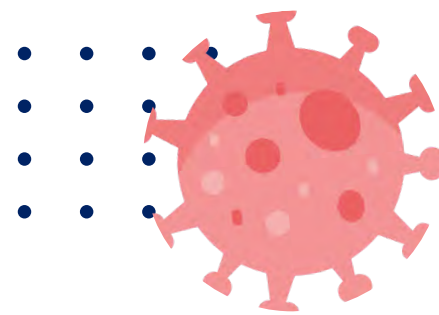
Staff kitchen areas:

- Microwave
- Fridge (top and side handles)
- All drawer and cupboard handles
- Sink tap handles
- Coffee maker lid and handles
- Kettle handle

Office areas:

- Garage door push-handle
- South office door handles and light switch (wipe as you turn on lights, if using alcohol spray towels, not switch)
- Copy room door handles and light switch
- North office light switches (both) and door handle
- Office Hallway Door handles
- Executive Director's office door handles
- Supply closet door handle
- Staff washroom door handles, light switch, sink taps, counter, and toilet flush handle



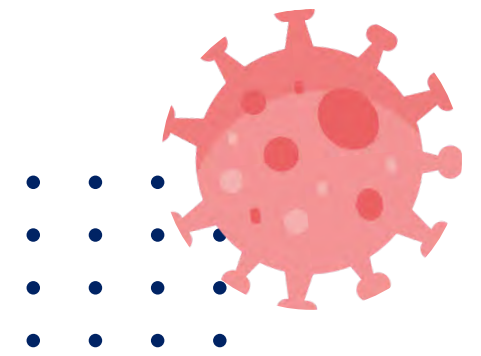


Building Ventilation

Public health experts advise that moving activities outdoors wherever possible can minimize the spread of communicable disease. For indoor activities, you can improve indoor air quality by supplying outdoor air, which will help remove and dilute contaminants that naturally accumulate in indoor settings, especially in well-sealed buildings. At this time, there is no evidence that a building's ventilation system contributes to the spread of communicable disease. Employers must:

- Ensure the healthiest indoor air quality in the workplace, employers must ensure that heating, ventilation, and air conditioning (HVAC) systems are designed, operated, and maintained as per standards and specifications for ongoing comfort of workers.
- Reduce air recirculation and increase the outdoor ventilation system and air intake as much as possible while maintaining comfortable indoor temperature and humidity.
- Make sure outdoor air dampers are operating properly. Make sure preventive maintenance is conducted (for example, regular filter changes and inspection of critical components).
- Not turn off the ventilation system while the building is occupied. After working hours or on weekends, consider turning the system down, rather than turning it off, if you wish to save power.
- If feasible, should open windows and doors to promote air circulation.
- In rooms with poor air circulation, use air cleaning devices that have a HEPA filter will reduce particles in the air.

Vaccinations



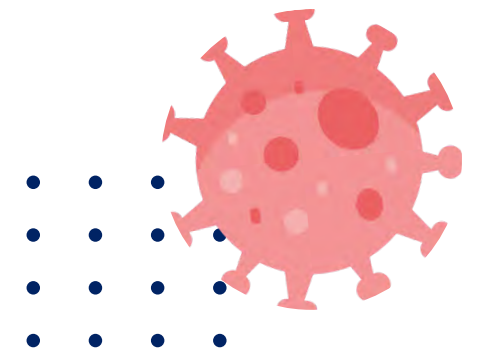
Vaccination will play a critical role in the prevention of COVID-19 and other vaccine-preventable conditions among workers and the public. Following WorkSafeBC's encouragement, North Van Arts supports and facilitates workers to receive the COVID-19 vaccine when it is available to them.

Worker and volunteer vaccination status may be considered when evaluating the risks of workplace health and safety, and task modification may be applied. Because of privacy concerns, North Van Arts cannot share personal health information about our staff or volunteers.

B.C. public health officials have indicated that all current restrictions, provincial health officer (PHO) orders, and guidelines remain in place for everyone, regardless of whether they have received the vaccine. All workers, volunteers, and visitors are required to follow all protocols put in place to prevent the transmission of COVID-19 within the workplace. Workers who are fully vaccinated and workers who have had a prior COVID-19 infection need to continue to adhere to the Communicable Disease Prevent Plan protocols.



Proof of Vaccination



We follow Provincial Health Orders and will require proof of vaccination when required.

Masks & Personal Protective Equipment (PPE)

POLICIES FOR MASKS

Masks are encouraged to be worn by workers, volunteers, and visitors in CityScape Community ArtSpace.

POLICIES FOR PPE IN EMERGENCY SITUATIONS

In emergency situations (medical, criminal, natural disaster) workers and/or members of the public may be required to come into close proximity. Call 911, as emergency personnel are properly equipped to provide support. Individual judgement is to be used in evaluating the risks for supporting persons in an emergency, when possible PPE (masks, gloves, or hand sanitizer) are to be used.

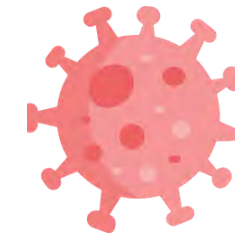


Additional Measures

As a community resource that serves seniors and at risk people, North Van Arts will continue to practice and encourage the following additional safety measures until further notice:

- PHYSICAL DISTANCING
- MASKS AND PERSONAL PROTECTIVE EQUIPMENT
- ENGINEERED CONTROLS
- PROTECTING MENTAL HEALTH

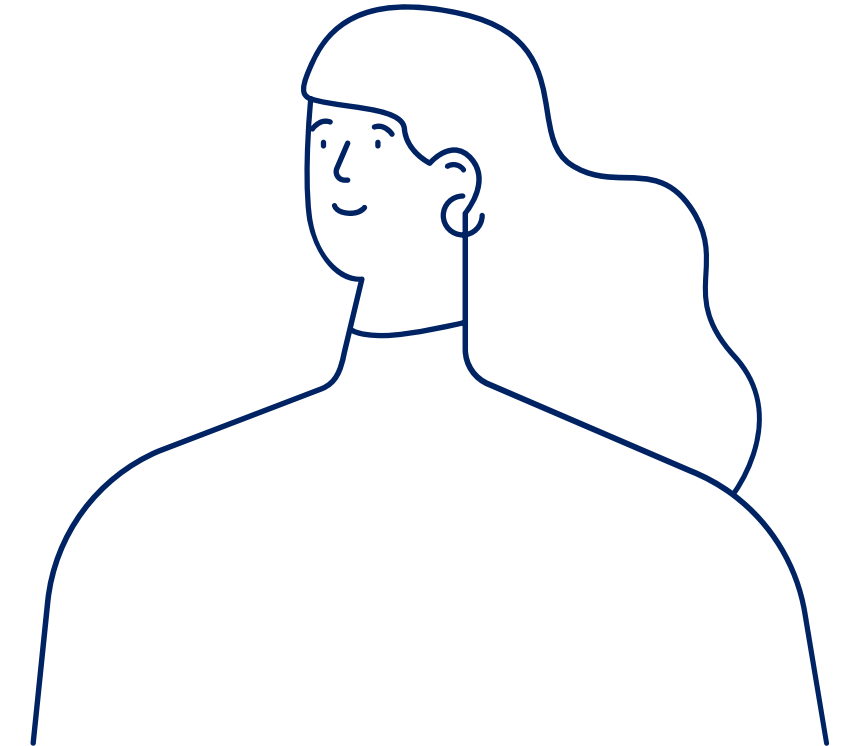
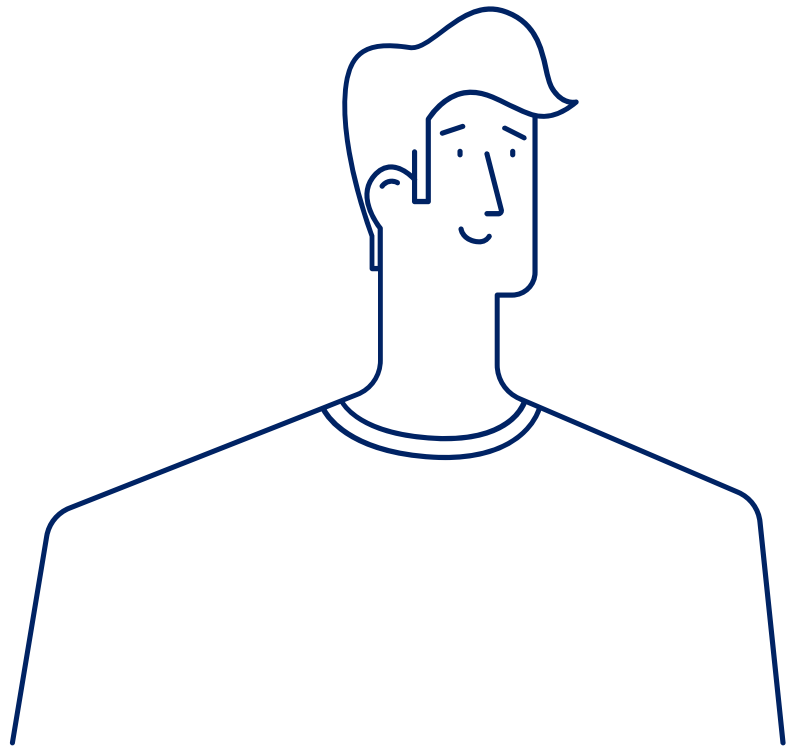
Physical Distancing



Physical distancing means limiting close contact with others. Workers are encouraged to continue to practice social distancing by keeping two meters (six feet) away from one another.

POLICIES FOR PHYSICAL DISTANCING

- Workers and members of the public are encouraged to practice physical distancing (keep 2 meters/6-feet apart) within the workplace.
- A capacity of 25 visitors are allowed in CityScape at a time.
- Workers, volunteers, and members of the public are encouraged to practice a one-at-a-time policy for high contact and common areas and congested spaces (front desk, hallways, entryways, front ramp, kitchen, photocopy room).
- Workers and members of the public are encouraged to follow the markers and signs to indicate where to stand to maintain physical distance (at volunteer desk, front desk, art rental and kitchen)

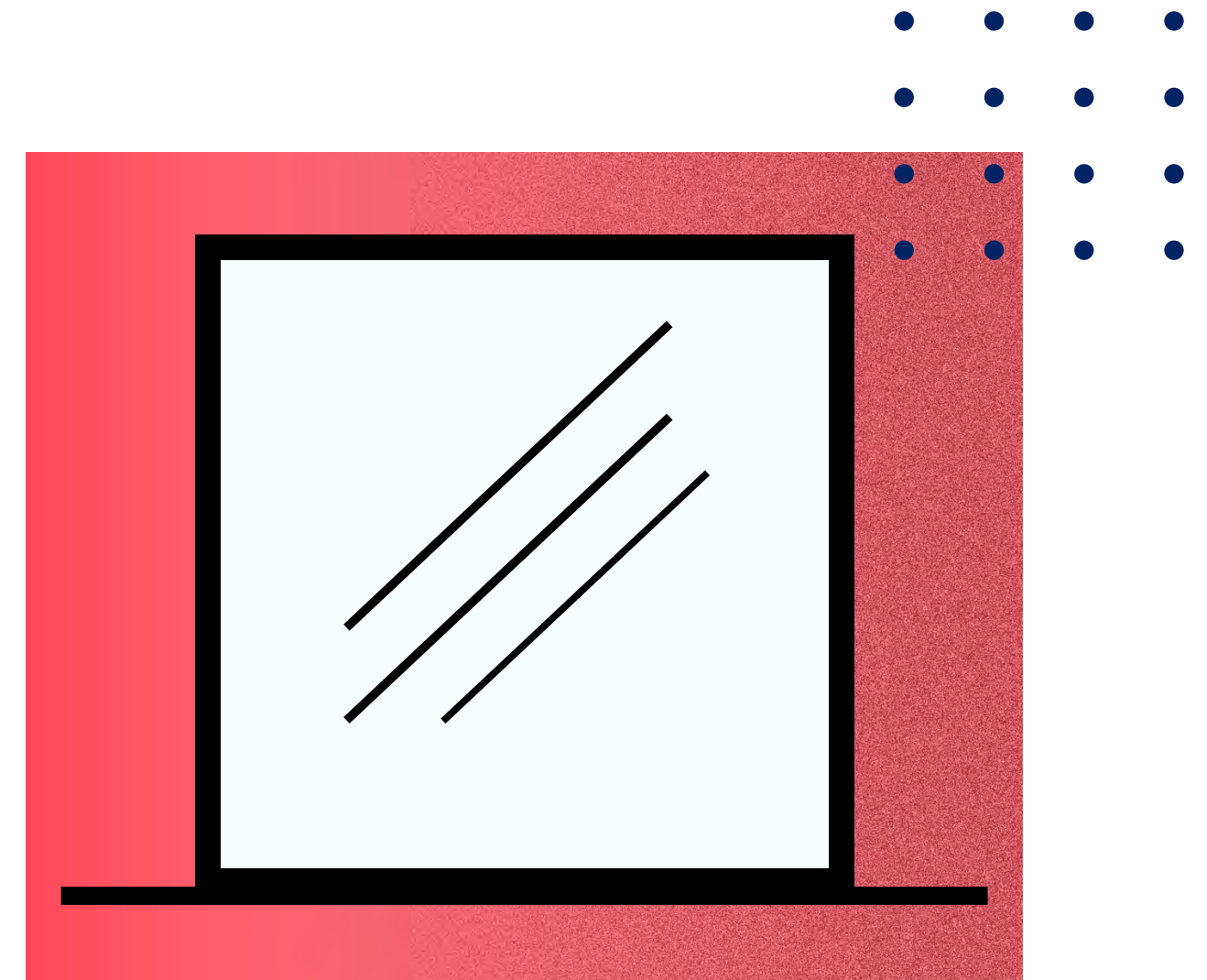


Engineered Controls

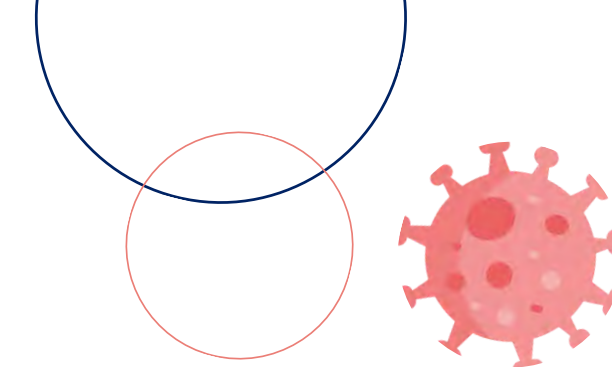
Where physical distancing measures are not possible, workers will use engineered controls to help reduce the risk of transmission.

POLICIES FOR ENGINEERED CONTROLS

- Barriers (plexiglass protective panels) will be used where workers are serving the public.
- Keyboard and Moneris keypad covers are encouraged to be used to facilitate cleaning after use.
- Floor decals are encouraged to be used to signify safe physical distancing.



Protecting Mental Health



Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 pandemic and other communicable diseases. It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being. Here are some resources that can assist with maintaining mental health in the workplace during this time.

TOOLS AND SUPPORT RESOURCES:

- [COVID-19: Staying Well In Uncertain Times \(Canadian Mental Health Association – B.C.\)](#) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak.
- [Managing COVID-19 Stress, Anxiety and Depression \(Ministry of Mental Health and Addictions\)](#) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.
- Free or low-cost counselling is available virtually, such as through [Wellness Together Canada](#), [Family Services of the North Shore](#), [REACH Community Health Centre](#). Courses and programs to support mental well-being are also available online.
- Substance use services are available. Call 1-800-663-1441 (toll free in BC) for substance use resources and referrals.



Step 3: Communicate Measures, Practices and Policies



North Van Arts' Communicable Disease Prevention Plan will be shared with all staff, contractors and volunteers to ensure every person adheres and promotes the required and encouraged safety measures.

Signage will be the primary method of communicating our Safety Policies to the Public. A sign will be posted at the main entrance of CityScape Community ArtSpace indicating:

- Who is restricted from entering the premises (visitors and workers with symptoms of communicable diseases, anyone under the direction of the provincial health officer to self-isolate, or anyone who has been a Close Contact of a confirmed COVID-19 case within the past 14 days).
- Occupancy limits of 25 visitors.
- Prompts to disinfect hands
- Invitations to wear a mask and maintain physical distance (6 feet apart).
- Use of directional walkways.

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

All North Van Arts workers will continuously evaluate changing risk levels and work practices, and will communicate updates to be reflected in this plan to provide measures that support worker and public safety. Managers must follow the Communicable Disease Prevention Plan for their programs and adjust or include any new processes that may arise with the start-up of programs, projects, or incorporation of new tools and equipment. A North Van Arts safety representative will support in identifying areas, activities, and processes that may pose a risk to workers, provide ongoing supervision, and support to resolve workplace health and safety issues. In situations where there is an elevated risk, North Van Arts will follow guidelines and orders issued by the public health officer, and adjust this plan as necessary.

