

Communicable Disease Prevention *Exposure Control Plan*

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Version: 3

Prepared by the
Office of Health & Safety
and Emergency Preparedness

Reviewed by the
CapU Joint Health & Safety Committee

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Land and territorial acknowledgment

Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We honour the territories of the Lílwat, xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations upon which we are located and commit to acting with respect for the health and well-being of all.

Scope and regulatory compliance

This Exposure Control Plan (ECP) applies to CapU employees and the University community.

The plan aligns with the intent and definition of the:

- [CapU Health and Safety Policy E.402](#)
- *B.C.'s Workers Compensation Act Section*
 - *Part 21 General duties of employers*
 - *G-P2-21 Communicable disease prevention*
- *B.C.'s Occupational Health and Safety Regulation*
 - *Section 4.85 Washroom facilities*
 - *Sections 4.70-4.80 Indoor air quality*
 - *Section 6.34 Exposure control plan*
- [COVID-19 Return-To-Campus Guidelines](#) (MAEST, July 5, 2021)

Acronyms

BCCDC – British Columbia Centre for Disease Control

ECP – Exposure Control Plan

EOC – Emergency Operations Centre

HR – Human Resources

MHO - Medical Health Officer

PHAC – Public Health Agency of Canada

PPE – Personal Protective Equipment

SWP – Safe Work Practice

WHO – World Health Organization

Purpose

The purpose of this plan is to protect CapU employees, students and visitors by ensuring that fundamental measures of communicable disease prevention are in place. This plan supersedes the *CapU COVID-19 Exposure Control Plan*.

In circumstances of elevated risk, and/or when directed by authorities, CapU will employ additional, specific measures to those identified in this ECP. CapU will follow direction and controls as specified by the BCCDC, B.C. Ministry of Health, Vancouver Coastal Health Medical Health Officer(s) and by WorkSafeBC, while continuing to monitor and liaise with these authorities on changes that may impact the institution.



What is communicable disease?

“**Communicable disease**” means an illness that is spread from one person to another through a variety of ways that include: contact with blood and bodily fluids; breathing in an airborne virus; or by being bitten by an insect.

How these diseases spread depends on the specific disease or infectious agent. Some ways in which communicable diseases spread are by:

- physical contact with an infected person, such as through touch (staphylococcus), sexual intercourse (gonorrhea, HIV), fecal/oral transmission (hepatitis A) or droplets (influenza, TB, COVID-19)
- contact with a contaminated surface or object (Norwalk virus), food (salmonella, E. coli), blood (HIV, hepatitis B), bacteria (tetanus) or water (cholera);
- bites from insects or animals capable of transmitting the disease (mosquito: malaria and yellow fever; flea: plague); and
- travel through the air (TB or measles).

Risk assessment and control

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 determined the risk level to our workers, depending on their potential exposure in the workplace. See Appendix A for the level of risk and risk controls in place for these employees.

	<i>Low Risk</i> <i>Persons who typically have no contact with infected people.</i>	<i>Moderate Risk</i> <i>Persons who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces</i>	<i>High Risk</i> <i>Persons who may have contact with infected patients or with infected people in small, poorly ventilated workspaces</i>
<i>Hand hygiene</i>	Yes (washing with soap and water, using a Health Canada approved hand rub or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using a Health Canada approved hand rub or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using a Health Canada approved hand rub or using hand wipes that contain effective disinfectant)
<i>Disposable gloves</i>	Not required	Not required , unless handling contaminated objects on a regular basis	Yes , in some cases, such as when working directly with infected patients.
<i>Aprons, gowns or similar body protection</i>	Not required	Not required , unless determined by a current task-based risk assessment*	Yes , in some cases, such as when working directly with infected patients.
<i>Eye protection—goggles or face shield</i>	Not required	Not required , unless determined by a current task-based risk assessment*	Yes , in some cases, such as when working directly with infected patients.
<i>Masks and/or N95 respirators</i>	Not required	Not required , unless determined by a current task-based risk assessment*	Yes , in some cases, such as when working directly with infected patients.

*Task-based risk assessments can be arranged through the Office of Health & Safety.



Risk control

B.C.'s *Occupational Health and Safety Regulation* requires CapU to implement communicable disease controls in the following order of preference:

Controls used to mitigate the risks of exposure include:

- Elimination: vaccination, removal from the situation
- Engineering controls: barriers that limit human contact (physical or electronic)
- Administrative controls: hygiene procedures, cleaning practices, illness procedures
- PPE: masks, respirators, gowns, gloves, face shields/goggles

Responding to elevated risk

From time to time, public health may advise of elevated risks of communicable disease transmission in particular workplaces or contexts. Where public health has advised of an elevated risk of communicable disease transmission relevant to an employer's workplace, region or industry, employers must take steps to assess the risk in the workplace and to follow the necessary measures to the extent practicable as provided by public health.

Communicable disease prevention

CapU has the responsibility to put in place a number of risk-control measures for communicable disease.

Daily health self-checks and illness reporting

Daily health self-checks

All employees, students and visitors are advised to monitor their own health on a daily basis and stay home if they are feeling unwell.

At this time there is no requirement for recording your daily health self-check status prior to coming on campus or attending University events. Daily health self-checks will be monitored and recorded only where and when required by industry-specific guidance or provincial/medical order.

The BC Thrive Health App is a handy tool to guide daily health self-checks:

<https://bc.thrive.health/covid19/en>

Illness reporting

Before coming on campus or attending a University event

After completing a daily health self-check, any employee, student or visitor who finds themselves feeling ill:

- must not come on campus or attend any University events
- follow the [CapU Illness Process](#)
- **Employees (staff and admin)** must inform their supervisor by logging their sick-day into PurelyHR
- **Faculty** must inform their DS or program coordinator when they are sick
- **Students** must inform their instructor by email



While on campus or at a University event or after the visit

Any employee, student or visitor who becomes ill on campus or at a University event, on practicum/co-op, field trip or after the visit:

- must leave campus and/or the University event
- follow the [CapU Illness Process](#)
- **Employees (staff and admin)** must inform their supervisor by logging their sick-day into PurelyHR
- **Faculty** must inform their DS or program coordinator when they are sick
- **Students** must inform their instructor by email

First-aid can be reached at:

- Main Campus
 - North Vancouver: Call Campus Security & First Aid at 604-986-1763, ext 1763
 - Lonsdale: Call the front desk at 604-986-1911, ext 5600 and 9-1-1
- kálax-ay/the Sunshine Coast campus: Go to the front desk and call 9-1-1
- Ts'zil Learning Centre: Go to the front desk and call 9-1-1

Medical benefits and claims

Employees and students should familiarize themselves with their extended medical benefits:

- [Employees](#)
- [Students](#)

Employees who have contracted a communicable disease through a verified contact at work or because of an outbreak are eligible and should apply for a WorkSafeBC medical claim by submitting a [Worker's Report of Injury or Occupational Disease to Employer](#) **and** calling WSBC at 1-888-WORKERS.

International students should check their individual medical insurance policies.

Hand-hygiene requirements and provisions

As an active measure against the spread of communicable disease all employees, students and visitors are encouraged to frequently wash and/or sanitize their hands and to cough and/or sneeze into a tissue or their elbow.

Hand-washing facilities are available in every washroom on campus and in student housing; an additional outdoor plumbed sink is located in the Children's Centre compound.

Health Canada approved foot-pump hand sanitizer dispensers are located inside every entry door; additional hand sanitizer dispensers are available inside every classroom and office area.

All organized University events must include access to hand-washing and/or sanitizing facilities.



Cleaning requirements and provisions

Daily custodial cleaning

CapU's facilities are cleaned to the [Association of Physical Plant Administrators \(APPA\)](#) cleaning standards, maintaining the highest standards of cleaning.

High-touch point cleaning will be a standard practice to ensure that all of our high-touch surfaces receive attention at least twice a day.

Additional cleaning requests, including those associated with the [CapU Illness Process](#), can be made by sending an email to: cleaningrequest@capilanou.ca

Classroom and office cleaning kits

All classrooms and general office areas are equipped with cleaning kits that include:

- Health Canada approved hand sanitizer
- Health Canada approved sanitizing spray and/or wipes
- Paper towel* and bag-buddies for disposal

*Paper towel dispensers have been installed in most classrooms on the Main Campus.

All employees, students and visitors are encouraged to wipe down their shared workspace before and after use.

Building ventilation (HVAC systems)

Heating, Ventilation and Air Conditioning (HVAC) systems in buildings on campus follow guidelines from the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE). Where our systems allow, CapU has followed the ASHRAE Position Document on Infectious Aerosols (April 2020) in supporting control of communicable disease and:

- Filtration: upgrade equipment filters where systems allow
- Ventilation: fresh air intake increase—more outdoor air is introduced to the space while the returning air is discharged outside
- Post-occupancy Flush: end of day building purge—once the campus is empty, the HVAC system will fully purge the building with fresh air

Campus buildings, on average, can exchange the air in a room anywhere from eight to 12 times an hour, depending on the room, the building and the age of the HVAC system. This is more efficient than opening a window.

The HVAC systems in buildings on our main campus, ká lax-ay and at CapU Lonsdale surpass the WorkSafeBC requirements for air circulation and ventilation. Heating, Ventilation and Air Conditioning (HVAC) systems that operate properly do not contribute to the spread of communicable diseases.

Moving forward, CapU will be regularly checking with ASHRAE for operational updates and making adjustments, as needed.



Vaccination support

Although vaccines are not mandatory in Canada, all employees and students are encouraged to be vaccinated against communicable disease.

CapU provides vaccination support by means of:

- Three hours of paid leave for COVID-19 vaccinations
- On-campus and/or pharmacy-arranged influenza vaccinations clinics
- Free Hepatitis-B and Tetanus vaccination for those occupationally at risk (this is determined through a job-based risk assessment in conjunction with HR and the Office of Health & Safety)

CapU understands that not everyone will or can be vaccinated, for a variety of reasons. When this is the case, additional risk-control measures may need to be put in place and/or the employee or student accommodated. Please contact Human Resources (employees) or the Registrar's Office (students) and/or the Office of Health & Safety (employees) for more information.

All employees, students and visitors are reminded that medical procedures, including vaccinations, are a matter of personal, medical privacy.

No one should be openly asking employees, students or visitors if they have been vaccinated where this information may not have direct occupational safety relevance without first consulting the Offices of Policy, Privacy and Governance and Human Resources. Note that discrimination on the basis of vaccination status falls under protected grounds and will not be tolerated.

Communication, education and training

CapU has established the following means of sharing information across the organization:

- Health and safety information on CapU main webpage and *Frontlines*
- All CapU employee emails—sent on a regular basis
- Student emails—sent on a regular basis
- Visitor and contractor information – sent via email and on the CapU main webpage

Communicable disease is a matter of public health, information noted above is intended for all employees, students, visitors, contractors and subcontractors.

All employees are required to take the Communicable Disease Safe Work Practices eLearn module outlining the exposure control plan prior to returning to on-campus activities.

Roles and responsibilities

CapU:

- Select, implement, document and communicate the appropriate site or task/activity-based control measures.



- Ensure that the materials and other resources are readily available, where and when they are required; and there is an ability to pivot if there are supply chain disruptions.
- Ensure all employees and students are provided with access to this plan.
- Ensure that all employees are educated and trained to an acceptable level of competency.
- Ensure that employees use appropriate control measures.
- Conduct a periodic review of the plan's effectiveness.
- Maintain records, as necessary.
- Through the EOC and Policy Group, modify service models and levels, using a risk-based approach, unless otherwise ordered by national, provincial or local health authority in relation to exposure control, as and when required.
- Ensure managers and supervisors follow the direction of the EOC and Policy Group in relation to exposure control, as and when required.

Office of Health & Safety and Emergency Preparedness, and the Joint Health and Safety Committee:

- Ensure the exposure control plan is reviewed and updated, as necessary.
- Support the development of supporting resources, such as *Crew Talks*, FAQs, posters and SWPs.
- Assist with the risk-assessment process and consult on risk controls, as needed.
- Ensure a system for documenting instruction, training and fit testing is in place.

Managers and supervisors:

- Assess the task/activity-based risk(s) related to communicable diseases, with the assistance of the Office of Health & Safety and Emergency Preparedness.
- Ensure that awareness and information resources are shared with employees, students and visitors.
- Ensure and provide training, SWPs, PPE and other equipment, as required.
- Ensure employees have been trained on the selection, care, maintenance and use of any PPE, including fit testing for those employees who may be issued a respirator.
- Ensure employees follow SWPs and use appropriate PPE.
- Ensure that their departmental/faculty visitors, contractors and subcontractors follow SWPs and use appropriate PPE, as required.
- Direct work in a manner that eliminates and, if not possible, minimizes the risk to employees.
- Direct any employee reporting illness to take immediate sick leave and go home and contact facilities and request area cleaning at cleaningrequest@capilanou.ca
- Follow the [CapU Illness Process](#) when an employee or student has gone home or is ill with flu-like symptoms.

Employees and students:

- Review information, resources, ask questions and follow-up with manager/supervisor/dean/director/university librarian (employees) or instructor/lab tech (students) to ensure understanding and adherence.
- Participate in training and instruction.
- Review and follow related SWPs.
- Select, care, maintain and use any assigned PPE, as trained and instructed.
- Take part in fit testing, if issued a respirator.



- Rely on information from trusted sources, including CapU, Vancouver Coastal Health, BCCDC, Ministry of Health, WorkSafeBC, PHAC and WHO.
- Understand how exposure can occur and when and how to report exposure incidents.
- Report illness to manager/ supervisor/ dean/ director/ university librarian (employees) or instructor/ lab tech (students), contact 8-1-1 as appropriate and follow the [CapU Illness Process](#).

Visitors:

- Comply with the direction of CapU employees with respect to exposure control.
- Take part in training and instruction, as relevant.
- Review and follow related SWPs.
- Report illness to their CapU host, contact 8-1-1 as appropriate.
- Alert their CapU host when going home ill with flu-like symptoms.

Contractors and subcontractors:

- Comply with the direction of CapU employees with respect to exposure control, and as directed in the [Contractor Safety Guidelines](#).
- Take part in training and instruction, as relevant.
- Review and follow related SWPs.
- Select, provide, care, maintain and use any assigned PPE, as trained and instructed.
- Take part in fit testing, if issued a respirator.
- Report COVID-19 symptoms to their CapU host, contact 8-1-1 as appropriate.
- Alert their CapU host when going home ill with flu-like symptoms.

Review

This document will be reviewed on an annual basis and/or when there is a change in risk, and when there are changes to public health and BCCDC guidance documents and instructions for the prevention of communicable diseases.



APPENDIX A: CapU Position Risk-Assessment Chart

<i>POSITION</i>	<i>LEVEL OF RISK</i>	<i>CONTROL PROCEDURES</i>
Front counter employees	Low	Regular and effective hand hygiene, illness protocols, cleaning practices
Instructors (lab/clinical)—on campus	Low to Moderate	Regular and effective hand hygiene, illness protocols, cleaning practices increased sanitization processes, PPE based on task-based risk assessment
Instructors (lab/clinical)—during clinical placements at non-CapU healthcare facilities	Moderate	Regular and effective hand hygiene, illness protocols, cleaning practices increased sanitization processes, PPE based on task-based risk assessment
Instructors (MOPA, Fine Arts, Theatre, Shop, etc.)	Low to Moderate	Regular and effective hand hygiene, illness protocols, cleaning practices increased sanitization processes, PPE based on task-based risk assessment
Instructors (MOPA, Fine Arts, Theatre, etc.)—during performance and or trades workshops and performances	Low to Moderate	Regular and effective hand hygiene, illness protocols, cleaning practices increased sanitization processes, PPE based on task-based risk assessment
Instructors (other)	Low	Regular and effective hand hygiene, illness protocols, cleaning practices.
Facilities and grounds employees	Low to Moderate	Regular and effective hand hygiene, illness protocols, cleaning practices increased sanitization processes, PPE based on task-based risk assessment
Managers	Low	Regular and effective hand hygiene, illness protocols, cleaning practices
General administrative employees	Low	Regular and effective hand hygiene, illness protocols, cleaning practices
First-aid Attendants	Moderate	Regular and effective hand hygiene, illness protocols, cleaning practices increased sanitization processes, PPE based on task-based risk assessment