



SVNH Communicable Disease Prevention Plan

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Step 1: Understand the risk

Preventing communicable disease involves taking ongoing measures to reduce the risk for communicable disease transmission in the workplace. SVNH's management team monitors guidelines published by BC Centre for Disease Control, BC Ministry of Health, Vancouver Coastal Health, and WorkSafeBC, and meets weekly to review SVNH policies and procedures to ensure that they comply with the most current information available. SVNH's Communicable Disease Prevention Plan was developed by SVNH management in consultation with SVNH's Occupational Health and Safety Committee, Program Staff, and Volunteers to provide guidance for staff about general operating procedures that have been implemented to help reduce the risk of person-to-person and surface transmission of communicable diseases. The information in this plan is subject to change and updated information will be shared with the SVNH staff team as circumstances change and the SVNH Communicable Disease Prevention Plan evolves.

Step 2: Implement measures, practices, and policies to reduce the risk

Ongoing measures

Avoid being in the workplace when sick

ANHBC implemented a policy called [Pandemic Influenza Neighbourhood Houses \(11.08.20\)](#) which is available on SharePoint in the Common Files library. The policy is designed to outline the safe work procedure and expectations for employees to prevent incidents, injuries, and illnesses from pandemic influenza.

Employees and program participants who have symptoms of influenza are not permitted on-site. Employees must inform their manager or supervisor if they are ill with influenza symptoms. Employees and program participants may only return to the workplace once they have recovered and no longer show symptoms.

If employees or program participants develop symptoms of influenza while at an SVNH site, they should leave the facility as soon as possible in order to minimize the potential further spread of the infection. They will be provided with a mask (if they are not wearing one), asked to wash their hands, and leave the workplace to head straight home.

BC has developed a [COVID-19 Self-Assessment Tool](#) to provide up-to-date guidance and recommendations for testing and follow-up for COVID-19 that follows BCCDC guidance. You can complete this assessment for yourself or on behalf of someone else.

Wash hands frequently

Proper handwashing remains the most important strategy to stay healthy. Wash hands with soap and water often. When a soap and water are not available, use hand sanitizer and allow it to completely dry before touching anything.

Handwashing practices and procedures include:

- Posting proper handwashing posters washrooms, kitchens/kitchenettes, and program spaces with sinks
- Having hand sanitizers in all program rooms and in all entrance ways
- Requiring all staff and participants to regularly wash hands properly

Six steps to properly wash hands are:

1. Wet hands with warm running water.
2. Apply a small amount of liquid soap.
3. Rub hands together for at least 20 seconds (sing ABC's). Rub palms, backs of hands, between fingers and under fingernails and create a lather.
4. Rinse off all soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

Cover coughs and sneezes

- Cover mouth and nose with a tissue when coughing or sneezing. Dispose of used tissues in the garbage immediately and then wash hands thoroughly.
- Avoid close contact with people who are unwell (a minimum of two metres).
- Be careful about touching 'things' and then touching faces (especially eyes, nose and mouth).

Maintain a clean environment

Cleaning and Disinfecting Program Spaces and Common Areas

Staff, volunteers, and participants are responsible for cleaning and disinfecting program spaces and common areas before and after they use them. Cleaning and disinfecting supplies are provided in program spaces, common areas (i.e., Staff Room, shared kitchens/kitchenettes), and janitorial closets on each floor.

What you should know

- Commonly used cleaners and disinfectants are effective against COVID-19.
- Frequently touched surfaces are most likely to be contaminated.
- Use only disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.
- Check the expiry date of products you use and always follow manufacturer's instructions.

Selecting products

Cleaners

- Break down grease and remove organic material from the surface.
- Used separately before using disinfectants.
- Can be purchased with cleaner and disinfectant combined in a single product.

Disinfectants

- Have chemicals that kill most germs.
- Applied after the surfaces have been cleaned.
- Have a drug identification number (DIN).

Disinfectant Wipes

- Have combined cleaners and disinfectants in one solution.
- May become dry due to fast drying properties. Should be discarded if they become dry.
- Not recommended for heavily soiled surfaces.

Preparing products for use

- Where possible, use pre-mixed solution.
- Read and follow manufacturer's instructions to:
 - properly prepare solution

- allow adequate contact time for disinfectant to kill germs (see product label)
- wear gloves when handling cleaning products including wipes
- wear any other personal protective equipment recommended by the manufacturer

Janitorial Service

The entire building at SVNH’s main site is cleaned on Sunday evenings. High-traffic areas are cleaned Monday to Friday evenings, including:

- All restrooms top to bottom (1st, 2nd, 3rd floors)
- Front door glasses (including interior lobby doors)
- High Touch Point Sanitizing (elevator, stairwells, lobby doors, etc.)
- Preschool Room cleaning (sweep, mop, restroom, touch points)
- Family Room cleaning (sweep, mop, counters, sinks, touch points)
- Staff Room cleaning (sweep, mop, counters, sinks, touch points)

Ventilation and air circulation

In 2021, SVNH’s heating, ventilation, and cooling (HVAC) control system underwent upgrades to improve airflow throughout the building at 6470 Victoria Drive. While improved airflow will make the environment healthier and more comfortable for building occupants, it is recommended that staff open exterior windows in programs spaces when in use, if possible, to maximize airflow in shared spaces.

Additional measures

During a period of elevated risk, a medical health officer or the provincial health officer will provide information and guidance about the risk and how to reduce it. The measures that will be implemented will depend on the type of disease and methods of transmission.

With regard to our current understanding of COVID-19 and British Columbia’s Restart Plan, ANHBC has developed a matrix called [ANHBC Updated COVID-19 Safety Protocols Per Restart Plan Phase](#) that can be found in Common Files on SharePoint.

It is important to note that this matrix outlines ANHBC’s minimum requirements for communicable disease prevention, and SVNH may decide to implement more restrictive protocols to support the health and safety of staff, volunteers, and participants.

Face Masks

At this time, masks are recommended, but not required, for staff, volunteers, visitors, and participants attending indoor social programs.

Masks are required when sorting and preparing food for distribution to community members and program participants

Mask are required for services that are considered essential, such as Food Hub, Childcare, and Adult Day Programs. Staff will be informed by their program director/manager if the service they provide is considered essential.

Building and Room Occupancy Limits

Although SVNH is permitted to resume normal social contact at this time, we will limit room occupancy to 75% capacity until further notice. The front door at SVNH will be unlocked during normal business hours (Monday through Friday from 9:00am to 6:00pm).

We encourage people in the building to maintain 2-metre distance wherever reasonable and practicable, but it is important to understand that this is not always reasonable or possible.

See the following table for room occupancy limits.

Location Description	Max Occupancy	Notes
RM-101 Front Room	45	
RM-102 Commercial Kitchen	5	
RM-201 Family Room	22	Licensed childcare Programs may set a higher limit based on VCH guidelines
RM-203 Meeting Room 2	4	
RM-210 Preschool		Reserved for Childcare
RM-304 Rec Room	30	
RM-305 Meeting Room 1	12	
RM-308 Classroom	15	
RM-309 Staff Room	8	

Please note that Childcare and Adult Day Programs will follow the guidance of Vancouver Coastal Health when establishing occupancy limits for their respective programs.

Program Planning Checklist

The following protocol should be followed when planning in-person programming:

- Take daily attendance and confirm health check for participants/volunteers/staff
- Participants/volunteers/staff who are feeling unwell stay home
- Provide enough space for all participants, staff, and volunteers to be physically distant when possible
- Plan outdoor activities when possible
- Masks are recommended when doing group activities indoors or doing active group activities outdoors in close proximity, but not required
- All participants, staff, and volunteers use hand sanitizer or wash hands regularly
- Staff sanitize high-touch surfaces (door handles, light switches, desk, etc.) before and after program
- Masks are required when sorting and preparing food for distribution to community members and program participants
- When providing communal food (e.g. buffet style)
 - Require users to sanitize their hands before serving food to others or themselves
 - Provide serving utensils so that users do not touch any food with their hands
 - Require users to wear masks when serving food to others or themselves
- Provide pre-packaged, single-serving snacks (granola bars, etc.) or boxed lunches when possible
- Encourage participants to bring their own bottled water

Step 3: Communicate measures, practices, and policies

To ensure that everyone entering the SVNH premises is aware of our measures, practices and policies for managing communicable disease, this plan will be posted on SVNH's website. Furthermore, SVNH staff can find the up-to-date version of the plan in Common Files on SharePoint, and SVNH's Operations Director will notify staff and managers by email whenever the plan is updated.

Communicable Disease Prevention Posters

The following posters will be placed throughout the building in common areas, program spaces, and washrooms to promote communicable disease prevention strategies:

- [Prevent the spread of communicable disease: Handwashing](#)
- [Prevent the spread of communicable disease: Cover coughs and sneezes](#)

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

SVNH's management team and ANHBC management continually evaluate and update communicable disease prevention guidelines to reflect changing risk levels and work practices. SVNH's management team monitors guidelines published by BC Centre for Disease Control, BC Ministry of Health, Vancouver Coastal Health, WorkSafeBC, and ANHBC, and meets weekly to review SVNH policies and procedures to ensure that they comply with the most current information available.

SVNH's Occupational Health and Safety Committee meets monthly and reviews changes to SVNH's Communicable Disease Prevention Plan and provides feedback about general operating procedures that have been implemented to help reduce the risk of person-to-person and surface transmission of communicable diseases.

Program Directors (Coordinators Team) are responsible for monitoring whether current communicable disease prevention measures, policies, and practices are being followed.

Workers can escalate health and safety concerns to their direct supervisor or any representative from the Joint Occupational Health and Safety Committee.