## Record of Changes

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<th>Date</th>
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<tr>
<td>2021-08-30</td>
<td>Original Issue</td>
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<tr>
<td>2021-09-10</td>
<td>Revision 1</td>
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<td>2021-12-15</td>
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<td>2022-03-09</td>
<td>Revision 3</td>
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<td>2022-03-16</td>
<td>Revision 4</td>
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Land Acknowledgement

JIBC has campuses located throughout British Columbia and we respectfully acknowledge that JIBC is situated on traditional, unceded and treaty territories of First Peoples.

Scope and Regulatory Compliance

The JIBC Communicable Disease Exposure Control Plan (this Plan) applies to all JIBC employees, contractors, students, and visitors on our sites and in community-based JIBC activities. This plan falls under the JIBC Occupational Health and Safety Policy 2310, as a part of JIBC’s Health and Safety Program and contains all general and disease-specific exposure control plans pertaining to JIBC activity.

The plan aligns with the intent and definition of:

- **B.C.’s Workers Compensation Act**
  - 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
- **B.C.’s Public Health Act**
- **BC’s Reporting Information Affecting Public Health Regulation**
- **COVID-19 Return-To-Campus Guidelines** (AEST, updated January 28, 2022)

Acronyms

AEST – Ministry of Advanced Education and Skills Training
BCCDC – British Columbia Centre for Disease Control
CDP – Communicable Disease Plan
ECP – Exposure Control Plan
EOC – Emergency Operations Centre
FA – First Aid
HR – Human Resources
HSEM – Health, Safety and Emergency Management (staff function at JIBC)
JCDECP – JIBC Communicable Disease Exposure Control Plan
MHO – Medical Health Officer (BC Regional Health Authorities)
OHS – Occupational Health and Safety
PHO – Public Health Office (BC)
Statement of Purpose

The JIBC Communicable Disease Exposure Control Plan (this Plan) outlines the communicable disease prevention practices implemented at JIBC to prevent and respond to a communicable disease outbreak. An outbreak is defined as disease cases above what would normally be expected for a community, geographical area, or season. Outbreaks are declared by local public health authorities. This Plan outlines roles and responsibilities, routes of transmission, risk assessments and the control measures to reduce this risk.

A communicable disease is an illness that can be contracted through contact with a human or animal, their discharges, or contaminated items carrying an infectious agent. An infectious agent is a disease-causing organism, such as a bacteria, virus, or parasite. Once a person has contracted an infectious disease, they can then pass it on to others.

Examples of communicable diseases that may circulate in a workplace or post-secondary institution include but are not limited to COVID-19, norovirus, and seasonal influenza. The Reportable Communicable Diseases Schedule of BC’s Reporting Information Affecting Public Health Regulation is attached as Appendix 1 for reference.

Any disease-specific Exposure Control Plans as required by the BC Occupational Health and Safety Regulation pertaining to JIBC activities will be incorporated as appendices to this Plan.
Roles and Responsibilities

We all contribute personally and professionally to ensuring a healthy JIBC community by getting vaccinated (as we are able), following this plan and any specific event/activity safety plans, performing our daily health check, staying home when sick, wearing masks as required, following handwashing and hygiene etiquette, maintaining distance when space allows, and following public health guidance both on and off campus. It is up to each one of us to do our part, but it is our collective efforts that will make the difference. This is the time to be kind, to be calm, and to be safe.

Executive

The Executive is responsible for:

- Ensuring the overall health protection of the JIBC community
- Ensuring implementation of this plan and provision of adequate resources to do so
- In periods of elevated risk, modifying Institute service models and levels following a risk-based approach in consultation with JIBC HSEM, AEST, and/or as ordered by national, provincial, or regional health authorities
- Ensuring support and compliance with the requirements of this plan are prioritized by Deans and Directors

Health, Safety & Emergency Management

HSEM is responsible for:

- Monitoring guidance and/or orders regarding Communicable Disease prevention and mitigation from Federal and BC Health Authorities, the Ministry of Advanced Education and Skills Training (AEST) and WorkSafe BC; and updating the Plan
- Providing information and advice to executive; divisions/departments; the OHS committee; and individuals on the implementation of this Plan
- Developing safety training and ensuring records are maintained for the JIBC community, including for fit-testing whenever respirators are issued
- Support the OHS Committee to investigate and resolve any reported safety concerns

Deans and Directors

Deans are responsible for:

- Ensuring the Plan is implemented in all departments/facilities under their authority.
- Addressing non-compliance with the Plan within their areas of responsibility, as necessary.

Managers/Supervisors

Managers/Supervisors are responsible for:

- Advising employees of the Plan and the precautions needed to protect against, or respond to and mitigate, exposure to infectious agents.
- Ensuring their employees complete any training that is required under this plan.
- Monitoring the workplace to ensure their employees and students understand and follow the measures set out in the Plan, including temporary measures when implemented in periods of elevated risk.
- Investigate and resolve or refer any reported safety concerns to the OHS Committee and HSEM.
Faculty and Program Staff
Faculty, with support of Program Staff, are responsible for:

- Advising students in their courses on the precautions needed to protect against, or respond to and mitigate, exposure to infectious agents.
- Ensuring students in their courses complete any training required under this plan.
- Monitoring students and teaching supports (eg. actors) to ensure they understand and follow the measures set out in the Plan, including temporary measures when implemented in periods of elevated risk.
- Resolve, or refer any reported safety concerns to Manager/Supervisor

All students, faculty and staff have the following responsibilities:

- Understand the Plan and follow the procedures outlined in the Plan to protect against exposure to infectious agents.
- Participate in education and training sessions.
- Use any required personal protective equipment (PPE) as instructed.
- Report health and safety concerns to their supervisors/instructors.

How Communicable Diseases Spread
A communicable disease is any disease that passes between people or animals. People sometimes refer to communicable diseases as “contagious” or “transmissible” diseases. Pathogens, including bacteria, viruses, fungi, and protists (single cell organisms), cause communicable diseases. A person may develop a communicable disease after becoming infected by the pathogen.

Once a pathogen has entered a person’s body, it will begin replicating, and that person can then pass on the illness to others. The individual may also begin to experience symptoms, or remain asymptomatic and not know they have an illness. Some symptoms are a direct result of the pathogen damaging the body’s cells. Others are due to the body’s immune response to the infection. Communicable diseases are often mild, and symptoms pass after a few days. However, some can be extremely serious, potentially life-threatening, or resulting in long-term effects.

Transmission of disease happens differently for different pathogens. Understanding the how a particular pathogen it is transferred between people, what conditions it requires to stay viable between hosts, and the route of entry it takes into the body, tell us how we can prevent that transmission.

Transmission mechanisms include:

**Contact Transmission**
- Direct or indirect contact with a person, animal, or thing carrying the pathogen.
- Direct contact is physical contact such as touching, kissing or any sexual contact.
- Indirect contact involves the passive transfer of microorganisms via an intermediate object such as contaminated instruments, door handles, shower floors, or dirty pet fur.

**Droplet Transmission**
- Infected persons can generate large droplets during coughing, sneezing, or during certain medical procedures. These droplets can travel short distances (approx. 2 metres or less) through
the air and infect other persons when the droplets are inhaled or they contact eyes, nose, or mouth. Note infectious agents can remain active for varying amounts of time in droplets deposited on different surfaces and can then be transferred when touched via hand to eyes, nose, or mouth.

**Airborne Transmission**

Infected persons can generate small airborne particles during coughing, sneezing, or during certain medical procedures. These smaller particles can remain suspended in the air for long periods of time and are widely dispersed by air currents.

**Routes of entry include:**

- Inhalation – breathing droplets or particles into the respiratory tract or lungs
- Ingestion – consuming contaminated food or water (often contaminated via fecal matter)
- Injection/puncture – contaminated sharps or animal/insect bites introduce pathogen to the blood stream
- Contact with eyes or mucous membranes
- Contact with skin surface

**Examples of specific communicable disease transmission routes include:**

- Breathing in droplets (influenza, legionaires, COVID-19) or airborne particles (tuberculosis (TB), measles);
- Breathing in animal or bird fecal dust (hantavirus);
- Touching contaminated surfaces, pets, or people with transfer to mucous membranes of eyes, nose, or mouth (norovirus, influenza, TB, COVID-19);
- Touching contaminated surfaces or people with transfer through skin abrasions/cuts (staphylococcus, tetanus);
- Sexual intercourse (gonorrhea, HIV);
- Fecal/oral eg. food contamination, contact with dirty pet fur (hepatitis A; salmonella);
- Blood (human immunodeficiency virus (HIV), hepatitis B), bacteria (tetanus);
- Water (cholera);
- Insect or animal bites (mosquito- malaria and yellowfever; flea- plague); animals- rabies, tetanus

**Prevention Strategies**

Communicable disease prevention focuses on basic risk reduction principles to reduce the risk of transmission. The fundamental components of communicable disease prevention include both ongoing measures and additional measures to be implemented as advised by Public Health Authorities.

**Risk control**

B.C.’s *Occupational Health and Safety Regulation* requires JIBC 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); ventilation
system design
- Administrative controls: hygiene procedures, cleaning practices, illness procedures, distancing practices; contact tracing
- Personal Protective Equipment (PPE): masks, respirators, gowns, gloves, face shields/goggles

Ongoing Measures:
The following measures are detailed in Appendix A and form the baseline for all operations.
- Encouraging and supporting employees in receiving vaccinations for vaccine-preventable conditions to the extent that they are able.
- Supporting employees and students who may be sick with a communicable disease so they can stay home (for example, when exhibiting symptoms such as fever and/or chills, recent onset of coughing, diarrhea).
- Provide specific supports to International Students to meet Federal or Provincial requirements for Designated Learning Institution status including: pre-entry requirements; isolation plans; and support during periods of isolation to ensure understanding of public health requirements, access to medical and ability to meet daily living requirements.
- Ensuring building ventilation is properly maintained and functioning as designed.
- Promoting hand hygiene by providing hand-hygiene facilities with appropriate supplies and reminding employees through signage to wash their hands regularly and to use appropriate hand-hygiene practices.
- Maintaining a clean environment through routine cleaning processes and specific blood borne pathogen protocols.
- Monitoring any reported cases related to JIBC activities and providing information to health authorities as required.

Responding To Elevated Risk

From time to time, public health officials may advise of elevated risks of specific communicable disease transmission in particular workplaces or contexts. Where public health has advised of an elevated risk relevant to an employer's workplace, region, or industry, employers must take steps to assess the risk in the workplace and implement commensurate control measures including any necessary measures directed by public health. JIBC will Implement risk-based Elevated Risk Measures following guidance or orders of the BC Centre for Disease Control (BCCDC), BC Ministry of Health, Public Health Officer, regional Medical Health Officer(s), WorkSafe BC, and AEST. JIBC will ensure consultation on how best to implement such measures with their Occupational Health and Safety Committees.

Elevated Risk Measures, when implemented and when lifted, will be communicated to Employees, Faculty, Contractors, Students and Visitors as Appendix B.1, B.2 etc in this plan, and via signage and web postings on both the public internet and staff intranet sites. These will be reinforced as required via email communications and/or specific mandatory course modules.

Communication, Education, and Training
JIBC has established the following means of sharing information across the organization:
- Health and safety information on JIBC public webpage and staff intranet;
- Employee emails—sent on a regular basis;
• Student emails, web, and social media posts—issued on a regular basis; and
• Visitor and contractor information – sent via email, web and social media posts

Communicable disease is a matter of public health. Information noted within this plan is intended for all employees, faculty, contractors, students, and visitors.

All employees are required to take the Communicable Disease Safe Work Practices eLearn module incorporated in the Employee Safety Orientation e-course.

During periods of elevated risk specific mandatory e-courses may be required as a prerequisite to in-person course registration or site access for employees, faculty, contractors, students, and visitors.

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. Occupational Health and Safety Committee(s) will be consulted on the plan and its implementation. HSEM is responsible to review and update the plan.
Appendix A: Ongoing Measures

Vaccination support

All employees and students are encouraged to be vaccinated against those communicable diseases for which vaccines are available, specifically including COVID-19.

JIBC provides vaccination support by means of:

- Up to two hours of paid leave for medical appointments for self or dependent (can be used for vaccination appointments) under Collective Agreement/Fair Comparison Handbook
- Up to three hours of paid leave specifically for COVID-19 vaccinations under Employment Standards Act
- On-campus and/or pharmacy-arranged Influenza vaccinations clinics
- Free hepatitis-B and tetanus vaccination for those employees determined as occupationally at risk through a job-specific risk assessment reviewed by HSEM

JIBC understands that not everyone will or can be vaccinated. When this is the case, and the individual’s position or circumstances are evaluated as high risk, additional risk-control measures may need to be put in place, or a medically supported formal accommodation may be required. Contact Human Resources (employees) or Student Services (students) for information.

All employees, students and visitors are reminded that medical procedures, including vaccinations, are matters of personal, medical privacy. Collecting information regarding vaccination status must specifically authorized by General Counsel and Human Resources. When such information is required for valid occupational safety or compliance reasons, it must be managed as confidential information.

Building ventilation (HVAC systems)

Following the direction of WorkSafeBC and the PHO, institutions must ensure that building heating, ventilation, and air conditioning (HVAC) systems are operating and maintained in accordance with WorkSafeBC requirements and relevant ASHRAE Standards. HVAC systems that operate properly do not contribute to the spread of communicable diseases.

JIBC Facilities Management regularly assess and maintain our building HVAC systems to ensure they continue to meet (and exceed) these requirements. During periods of elevated risk – any changing HVAC requirements will be reviewed and addressed.

Our HVAC systems are effective on their own to achieve the currently recommended air refresh and filtration levels. Windows can be opened as needed for comfort.

Cleaning requirements and provisions

Custodial Cleaning

The Institute is committed to maintaining a healthy environment through routine cleaning practices and implementing enhanced cleaning practices when recommended by public health during periods of elevated risk.
Program Area or Service Unit Cleaning

Areas or units which may have specialized cleaning practices due to their activities or regulatory requirements (e.g. gymnasium matts, food service areas, etc.) should continue to follow those practices, in addition to any other requirements that may be in place from the PHO. Program areas are responsible for cleaning specialized equipment such as gym mats; turnout gear; high touch points on training vehicles.

Shared Use Classroom and Prep-Room Supplies

Administrative Prep-Rooms and shared spaces such as the cafeteria are equipped with cleaning supplies that include:

- Health Canada approved hand sanitizer
- Health Canada approved disinfecting wipes (disinfectants should only be used on surfaces, not on people.)

All employees, students and visitors may wipe down any shared workstation and keyboards before use, using the disinfectant wipes provided.

Daily health self-checks and illness reporting

Daily health self-checks

All employees, students and visitors are advised to monitor their own health on daily basis and stayhome if they are feeling unwell. Daily health self-checks will be monitored and recorded only where and when they are required by industry-specific guidance or provincial/medical health officer direction.

The BC Thrive Health App should be used to guide daily health self-checks related to COVID-19 and assess any follow-up steps required: https://bc.thrive.health/covid19/en

Note that your daily health self-check and staying away when ill, should consider signs of communicable illnesses in general, not just COVID-19.

Illness reporting

**Before coming on campus or attending an Institute event**

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

- must not come on campus or attend any Institute events
- follow current JIBC Case Reporting Process to ensure necessary actions are evaluated/taken
  - Employees (staff and admin) must inform their supervisor
  - Faculty must inform their program manager or coordinator
  - Students must inform their instructor by email

**While on campus, at an Institute event or within days of the visit**

Any employee, student or visitor who becomes ill on campus or at an Institute event, on practicum, clinical or other field placement:

- must leave campus or event if able, or seek assistance from First Aid who will provide assessment, temporary isolation, and refer for medical aid if appropriate
• follow current JIBC Case Reporting Process to ensure necessary actions are evaluated/taken
  o Employees (staff and admin) must inform their supervisor
  o Faculty must inform their program manager or coordinator when they are sick
  o Students must inform their instructor and/or program coordinator by email

First Aid:
  o New Westminster Campus – 604-528-5678
  o Maple Ridge Campus – Use Radio Callbox in Classroom Complex hallway
  o Chilliwack Campus – 604-402-9134
  o Okanagan Campus – 604-545-1120
  o Pitt Meadows Campus – 604-458-0294
  o Victoria Campus – 778-405-1288

Medical benefits and claims
Employees and students should familiarize themselves with their extended medical benefits:
  • Employees – Fair Comparison or BC Government Employees Union (BCGEU benefits
  • Students – Justice Institute Student Union (JISU) benefits for eligible students;

Employees, students participating in practicum placements, or post-employment recruits who have contracted a communicable disease through a verified contact at work, or because of an outbreak at work, are eligible and should apply for a WorkSafeBC medical claim by completing a WorksafeBC Form 6A Worker’s Report of Injury or Occupational Disease to Employer and emailing it to safety@jibc.ca. They will help you through the remaining steps.

International Student Readiness Plan
As required by AEST, JIBC has formalized processes to communicate COVID-19 specific travel requirements, including advance quarantine planning requirements to incoming international students. The quarantine plans remain active for the duration of the student’s stay in the country.
JIBC does not currently have residences or related food services operating. As all JIBC International students will live off-campus, they are provided the information and resources to enable them to quarantine in hotel or private accommodation with delivery food services, ensured access to remote medical consultations, and supported via regular phone check-ins from JIBC International Office staff throughout their quarantine period.
Should a student become ill after start of classes, they are expected to report the illness to their course supervisor. This would trigger our Case Reporting Process, including the resumption of the regular phone check-ins from JIBC International Office staff throughout any required quarantine/isolation period.

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 with soap are available in every washroom on all campuses. Hand sanitizer dispensers are located inside every main entry door and available at strategic locations in all main hallways.

All organized Institute events must include access to handwashing and/or sanitizing facilities. For courses taking place in community or at other off-campus locations – program coordinators and instructors are responsible to ensure handwashing and/or sanitizer is available and communicate its location.

PPE Risk Assessment

The risk assessment table used below is adapted from WorkSafe BC Occupational Health and Safety Regulation Guideline G6.34-6. This guideline is used as a reference, to evaluate risk level to JIBC workers, depending on their potential exposure to communicable disease in the workplace.

Respiratory Illnesses – Risk Assessment based on contact levels

the level of risk and risk controls in place for these employees during normal operations.

<table>
<thead>
<tr>
<th>CONTROL PROCEDURES</th>
<th>LOW RISK</th>
<th>MODERATE RISK</th>
<th>HIGH RISK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persons who typically have limited or no contact with infected people.</td>
<td>Yes (washing with soap and water; using a Health Canada approved hand sanitizer rub or hand wipes that contain an effective sanitizer)</td>
<td>Yes (washing with soap and water; using a Health Canada approved hand sanitizer rub or hand wipes that contain an effective sanitizer)</td>
<td>Yes (washing with soap and water; using a Health Canada approved hand sanitizer rub or hand wipes that contain an effective sanitizer)</td>
</tr>
<tr>
<td>Hand hygiene</td>
<td>Not required</td>
<td>Not required, unless handling contaminated objects on a regular basis (or using disinfectant chemicals for extended period)</td>
<td>Yes, in some cases, such as when working directly with infected patients.</td>
</tr>
<tr>
<td>Disposable gloves</td>
<td>Not required</td>
<td>Not required, unless determined by a current task-based risk assessment*</td>
<td>Yes, in some cases, such as when working directly with infected patients.</td>
</tr>
<tr>
<td>Aprons, gowns, or similar body protection</td>
<td>Not required</td>
<td>Not required, unless determined by a current task-based risk assessment*</td>
<td>Yes, in some cases, such as when working directly with infected patients.</td>
</tr>
<tr>
<td>Eye protection—goggles or face shield</td>
<td>Not required</td>
<td>Not required, unless determined by a current task-based risk assessment*</td>
<td>Yes, in some cases, such as when working directly with infected patients.</td>
</tr>
<tr>
<td>Masks and/or N95 respirators</td>
<td>Not required</td>
<td>Not required, unless determined by a current task-based risk assessment*</td>
<td>Yes, in some cases, such as when working directly with infected patients.</td>
</tr>
</tbody>
</table>

*Task-based risk assessments can be arranged through HSEM

Respiratory Illnesses – Risk Assessment based on position type

<table>
<thead>
<tr>
<th>POSITION</th>
<th>LEVEL OF RISK</th>
<th>CONTROL PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public/student facing service counter employees</td>
<td>Low to Moderate</td>
<td>Regular and effective hand hygiene, illness protocols, cleaning practices. Barriers used in periods of elevated risk</td>
</tr>
<tr>
<td>Instructors (general)—on campus</td>
<td>Low to Moderate</td>
<td>Regular and effective hand hygiene, illness protocols, cleaning practices, PPE as per task-based risk assessment</td>
</tr>
<tr>
<td>Instructors (lab/clinical)—during HSD clinical placements at healthcare facilities</td>
<td>Moderate</td>
<td>Regular and effective hand hygiene, illness protocols, healthcare facility cleaning practices, PPE as per task-based risk assessment</td>
</tr>
<tr>
<td>Role</td>
<td>Risk Level</td>
<td>Activities</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Instructors (Close contact practice /simulation) – on campus</td>
<td>Low to Moderate</td>
<td>Regular and effective hand hygiene, illness protocols, cleaning practices, PPE as per task-based risk assessment</td>
</tr>
<tr>
<td>Instructors (other/offsite)</td>
<td>Low to Moderate</td>
<td>Regular and effective hand hygiene, illness protocols,PPE as per task-based risk assessment</td>
</tr>
<tr>
<td>Facilities employees</td>
<td>Low to Moderate</td>
<td>Regular and effective hand hygiene, illness protocols, cleaning practices, PPE as per task-based risk assessment</td>
</tr>
<tr>
<td>Managers</td>
<td>Low</td>
<td>Regular and effective hand hygiene, illness protocols, cleaning practices</td>
</tr>
<tr>
<td>General administrative employees</td>
<td>Low</td>
<td>Regular and effective hand hygiene, illness protocols, cleaning practices</td>
</tr>
<tr>
<td>First-aid Attendants</td>
<td>Moderate</td>
<td>Regular and effective hand hygiene, illness protocols, cleaning practices, PPE as per task-based risk assessment</td>
</tr>
</tbody>
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Blood Born Pathogen Program

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APPENDIX B: Elevated Risk Period Measures

B.1 COVID-19

Disease Transmission & Route of Entry Information

Key symptoms of COVID-19 include: fever or chills; cough; loss of sense of smell or taste; difficulty breathing. Other symptoms may include: sore throat; loss of appetite; extreme fatigue or tiredness; headache; body aches; nausea or vomiting; diarrhea.

COVID-19 is spread by a variety of Coronavirus. It generally enters the body as a respiratory infection. Respiratory infections such as influenza (flu) and COVID-19 are mainly spread by liquid droplets that come out of the mouth and nose when a person with the virus breathes, coughs, sneezes, talks, or sings. They do not normally enter the body through skin contact, ingestion, or injection. However live virus can sometimes be transferred to the eyes, nose, and mouth by touching a contaminated person or surface and then touching your face.

Additional Temporary Control Measures

JIBC COVID-19 Safety Protocols Summaries– Per Elevated Risk Period

Tables listing measures in effect during changing risk periods and their supporting processes

- Spring 2022 – published March 16, 2022 & current
- Winter 2022 – published Dec 10, 2022
- Fall 2021 – published Sept 9, 2021
- July-August Transition Period 2021 – published July 7, 2021
## COVID-19 Orientation
Program Areas and Meeting Organizers should reference JIBC.ca Return to Campus pages and distribute COVID-19-Safety-Orientation-2022 with their onboarding information.

## Vaccine Promotion & Proof of Vaccine Card
JIBC will promote vaccines and make information available on how and where to obtain vaccines.

PHO orders regarding Proof of Vaccination required to access discretionary activities on our campuses are in effect until April 8, 2022.
- Fitness Room and any use of gym outside of class - users must be prepared to show their vaccine card and id on a spot-check basis
- Classes, educational activities such as library use or writing tutorials, and normal use of the cafeteria do not require Vaccine Card check.

Any collection of vaccine status information (for student practicum placements, or staff/instructor engagements at vaccine required client site) must be authorized through HR/Legal and managed as confidential information.

## Hand Hygiene
Handwashing and/or sanitizing must be maintained. Provision of either easy access to sinks for handwashing or hand sanitizer is a requirement for all programs on or off-site. Controls are no longer required related to touching books, papers, pens etc.

## Masks
Ensure a mask supportive environment
- Masks are optional, except when designated as required ppe based on activity specific risk assessment
- Any behavior that results in perceived pressure to ‘not mask’ must be avoided/managed

## Personal Health Assessments
Ongoing personal responsibility. Every person must stay away from JIBC sites/activities if they have symptoms. Refer to Thrive Health Tools or 811 for up-to-date guidance on symptoms and whether testing required. Reporting of assessment completion is not required.

Supervisors are responsible to send people home if they are believed to be ill and therefore a risk to other workers.

Illness/isolation reporting is required for International Students to instructor/ program staff/ safety@jibc.ca per Readiness Plan requirements.

## International Students
Readiness plans, including FSI supports and monitoring of incoming and continuing international students, remain in effect to support potentially required quarantine periods.

## Course/Activity Illness Prevention Requirements
Educational activities (Courses, Tutorials)
Educational activities which require direct physical or close contact skills/simulation must:
- establish Work Pods to limit exposure potential between classmates, and
- limit exposure durations by distancing to extent space allows between any close contact activities

Non-educational activities/events
ANY non-course activities involving external parties (guests, parents, VIPs, ticket holders, public etc)
- The organizer must determine whether activity is subject to BC Vaccine Card Checks (until April 8, 2022); then ensure they comply with vaccine card process - Safety@jibc.ca can advise and Safety Ambassadors can assist.

## Service Desk Barriers
Barriers will be removed and stored for future high-risk period deployment.

## Off Site/Contract Training Processes
Contracts should include clauses related to Communicable Disease per legal guidance.

Regional MHO/Local community/First Nations risk level & rules must be considered. Client sites to have Communicable Disease Plans or COVID Safety Plans. Requirements from those plans must be communicated in advance of contacting and provided to instructor.
Communicable Disease Prevention Exposure Control Plan

March 16, 2022; Version 4

JIBC COVID-19 Safety Protocols Summary – Winter 2022

Masks
Face coverings meeting BC CDC guidelines and covering nose and mouth, are required indoors in all common spaces including classrooms and vehicle teaching spaces or buses, and face-to-face meetings. Face shields alone are not adequate:
- Staff/Faculty – Mask not required when alone in an enclosed office or seated at your own personal desk in a shared office. If someone else joins you in your office or at your desk, mask must be worn. (Side-by-side shared desks without cubicle dividers still require masks.)
- Not required by staff when providing client service at a service counter where protected by a barrier extending at least 30cm above/below the nose height of the person on either side.
- Allowed class/meeting exceptions: 1) instructor, students, and meeting presenters can remove masks to present from a safe zone at least 2m away from all others, assuming everyone else in the room remains masked. 2) Masks may be removed while actively eating, when seated in a location designated for eating. No eating allowed in classroom or meeting rooms during class or meeting time.
- Other specific exemptions – consult Safety@jibc.ca

Occupancy Limits
Room Occupancy Limits
Normal (pre-covid) room occupancy limits can be used for all JIBC spaces. PHO orders in effect Dec. 16-22, Jan. 20-22 limit venues seating more than 1,000 to 50% capacity.

Course/Activity Scheduling & Safety Plans

Educational activities/Workshops/Exhibit spaces:
Use Instructional Activity Room Scheduling process to schedule space.
Educational activities which require direct physical or close contact skill/simulation must:
- establish Work zones during class time to limit exposure potential between classmates.
- limit exposure durations by distancing to extent space allows between any close contact activities.

Non-educational events:
1) Non-educational events for students or ANY activities involving external parties (guests, parents, VIPs, ticket holders, public etc.) - Prior approval required:
   - Follow Non-Course Activity Approval and Booking Process
     - including Event Safety Plan requirements. Requiring activities can be approved on one plan.

2) Internal JIBC staffing meetings and required work activities not involving external parties - No prior approval required, follow:
   - Monitoring Room Use Principles
   - Event Plan Guidelines - Food Service

3) For staff engagement/social activities on or off site follow Event Safety Plan requirements
   - as of Dec. 20, 2021 these events require vaccine verification using the BC Vaccine Card QR code app.

Desktop Barriers
Generally not useful in full occupancy situations. Specific uses should be reviewed with Safety@jibc.ca

Service Desk Barriers
Barriers meeting Workplace BC guidance to be used at all public/student facing service desks. Staff providing service may remove masks when protected by barrier.

Personal Health Assessments
Ongoing personal responsibility. Every person must stay away if they have symptoms. Refer to Thrive Health Tools or BIL for up-to-date guidance on symptoms and whether testing required.

Reporting of assessment completion is not required on daily basis. Illness reporting is required to instructor/program staff@ safety@jibc.ca per Case Reporting process. Supervisors are responsible to send people home if they are believed to be ill and therefore a risk to other workers.

Case Reporting
Continued to follow Case Reporting & Outbreak Management process; refer to Illness Response one page for quick reporting process summary.

Hand Hygiene
Handwashing and/or sanitizing must be maintained.
Controls are no longer required related to touching books, papers, pens etc.
Communicable Disease Prevention Exposure Control Plan

Sept-Oct

Expected New Forward

Subject to changes based on AMY or PHO guidance

Masks
Face Coverings meetings. The CDC guidelines and covering nose and mouth are required indoors in all common spaces including classrooms and vehicle transport spaces or buses, and face to face meetings. Face sheets are not adequate.
- Not required when alone in an office or seated at your own personal desk in a shared office. If someone else is joining you in your office or at your desk, masks must be worn. (Side-by-side shared desks without cubicle dividers still require masks)
- Not required by staff when they are interacting. If used, they must be removed.
- IMPOSS: Instructors, students and all visitors can remove masks from the same zone at least 2m away from others.

Antimicrobial change to Masks
Supportive Environment allowing masks waiting at “personal choice”, at which time instructions will be authorized to move throughout the space without masks. Staggering will be required by time and distance.

Occupancy Limits & Space Planning
Educational activities (courses, lectures, library) return to regular (per-
covid) Occupancy Limits. Note: GIF Course Scheduling and Room Assignment
approach will still be in place to manage limited space resources.
Non-educational events
1) Non-educational agents for events, or AIV activities involving external partners and/or employees (e.g., parents, VIPs, ticket holders, public guests) return to pre-covid Occupancy limits up to 50. Activities greater than 50 people must apply 50% non-occupancy capacity. Staff and students must be in the space.

Prior approval is required by following the course activity above, and then the space. This prior approval process is required by the Space Planning.
- Meeting Room Use Policies
- Event Planning Guidelines - Food Service

Antimicrobial change to Masks
Supportive Environment allowing masks waiting at “personal choice”, at which time instructions will be authorized to move throughout the space without masks. Staggering will be required by time and distance.

Coaching
Facilities ensure daily cleaning plus seasonal added high-touch-point cleaning. HVAC cleaning between different classes on the same day is no longer required. Program areas are responsible for cleaning work on specific areas.

Service Desk
Reminders to be used at all public/student facing service desk. Staff providing self-care service may remove masks when protected by barrier.

Food Service / Catering
Food staff must be seated while eating and no “table hopped”. Social distancing between tables. Provisions must be made to ensure no congregating at serving stations and entrances. Each person present (other than serving staff) must have a specific seat. All food service/catering/supervisor use is now subject to the PhO orders on gatherings and/or Food and Drug Service Premises or mutual aids. One meal is per order. No new orders may take place.

Orientation
The Blackboard COVID-19 orientation course JBC 001 is no longer required as pre-registration to IGF classes or work.

Program areas and Meeting Organizers should reference JBC 001 before returning to Campus.

Off-Site/Contract Training
For activities taking place in Fall 2021 process remains. Regional NBO/Local community/First Nations rules must be followed. Employees have Communicable Disease Plans (other than COVID safety plans). Employer requirements from these plans must be communicated in advance of contact and provided to the instructor. Course offerings are now available to the following:
- Meeting Room Use Policies
- Event Planning Guidelines - Food Service

Antimicrobial change to Masks
Supportive Environment allowing masks waiting at “personal choice”, at which time instructions will be authorized to move throughout the space without masks. Staggering will be required by time and distance.

Travel
Follow JBC Travel Guidance - COVID-19 BC Restart Stage 3

While provincial travel is authorized, avoid travel to interior and Northern BC areas.

Rural residential travel is for staff only. Classrooms travel is for students and staff. Classrooms travel is for students and staff. Provincial travel is required for staff or classes to provinces with travel restrictions. Internationally, travel for work or conferences will require pre-approval through the Executive until such time as the Government of Canada Travel Advisory Non-Critical Travel Advisory (for non-critical travel) is in full effect. Travelers are required to follow current travel restrictions.

International travel for work or conferences will require pre-approval through the Executive until such time as the Government of Canada Travel Advisory (for non-critical travel) is in full effect. Travelers are required to follow current travel restrictions.

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Antimicrobial change to Masks
Supportive Environment allowing masks waiting at “personal choice”, at which time instructions will be authorized to move throughout the space without masks. Staggering will be required by time and distance.

International Students
Readiness plans, including PhO supports and monitoring of incoming and returning international students, remain in effect to support potential quarantine periods.

Vaccination
The JBC is promoting vaccination and more information available on how and where to obtain vaccines.

PhO orders regarding Vacine Card required access to discretionary activities on all campuses; beginning Sept. 13. JBC Event Safety Plans must state how organizers will control access and verify Vaccine Card. Classrooms and educational activities such as Sunday school and writing conferences, and the cafeteria will not be affected.

For any required collection of vaccination information, e.g. related to a student and/or employee, information must be securely managed as confidential medical information.
### Guidelines for JIBC

<table>
<thead>
<tr>
<th>July</th>
<th>August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return to campus in place prior to November</td>
<td>Subject to changes based on MIKo or PHO guidance</td>
</tr>
</tbody>
</table>

#### Masks
- Required when if you must be closer than 2m to anyone else. Recommended for everyone when indoors. Not required when alone in an office or cubicle with walls extending at least 86cm above and below the nose height of the person on either side. Important: Instructors can teach from their instruction zone with masks, and those present by desk barriers in classrooms can remove masks when seated.
- Relax mask policy further to “recommended” not “required.”

#### Discouraging Occupancy Limits
- Occupancy limits maintained. Discouraging of 2m to be maintained when possible, with close contact desks limited to only what is necessary to move apart (40% of the time, minimal to enable required learning outcomes).
- Return most spaces to maximum occupancy limits (note: limitations for non-instructional activity remain under current PHO Gathering orders). Start process to remove signage on discouraging and traffic management. Start adding furniture to all spaces to meet new requirements. Signage guidance must continue to be followed until signs are removed.

#### Cohorts
- Maintain work pods or mini-cohorts within classes to limit close-contact partners for duration of course.
- Continue practice of assigning work pods or mini-cohorts within classes to limit close-contact partners for duration of course. Programs to review with HSEM if this has impact on achieving learning outcomes.

#### Desktop Barriers
- Maintained in classrooms when used to increase occupancy numbers.
- Start transition of classroom setups to remove barriers.
B.2 Place-holder Disease Specific Additional Temporary Measures
Appendix 1 - Reportable Communicable Diseases

Reportable Communicable Diseases Schedule is found stating on page 10 of the REPORTING INFORMATION AFFECTING PUBLIC HEALTH REGULATION