



---

## **Communicable Disease Prevention Plan**

---

February 2024



## Overview

Communicable diseases are illnesses caused by viruses or bacteria that people spread to one another through contact with contaminated surfaces, bodily fluids, blood products, insect bites, or through the air.

As with all workplace hazards, the risk of communicable disease needs to be assessed to determine appropriate control measures for the workplace.

## Communicable Disease Protocols

### 1. Assess the Risk

The risk of certain communicable diseases may increase from time to time or seasonally. This may occur at a local or regional level or within a certain workplace in the Department.

Assess the Risk	Details
<p><b>Designate a responsible person to:</b></p> <p>On an ongoing basis, monitor communicable disease-related information issued by Public Health and WorkSafeNB.</p>	<p><b>Responsible person:</b></p> <p>Primary: Manager, Health &amp; Safety            Alternate: Senior Manager, Health, Safety, Security, and Environment</p> <p>Frequency: Daily monitoring during periods of heightened risk as determined by Public Health.</p> <p>Resource: <a href="#">NBCC Emergency Contact List</a></p>
<p>Determine the impact and risk to the workplace (in consultation with Public Health and/or Worksafe NB where appropriate)</p>	<p>Primary: Manager, Health &amp; Safety            Alternate: Senior Manager, Health, Safety, Security, and Environment</p> <p>Resource: <a href="#">NBCC Emergency Contact List</a></p>



<p>Ensure prompt communication to identified leadership/parties.</p>	<p>Primary: Manager, Health &amp; Safety          Alternate: Senior Manager, Health, Safety, Security, and Environment</p> <p>Resource: <a href="#">NBCC Emergency Contact List</a></p>
<p>The risk level at each workplace differs due to various job roles, workplace employee population, job tasks, access to the workplace by the public, and the workspace itself. See <a href="#">Risk Assessment for Communicable Disease Prevention Plan</a></p> <p><b>Evaluate and Document:</b></p>	
<p>How likely is it that employees could come into contact with people who have the virus including other employees, suppliers, clients, visitors?</p>	<p>Likely, depending on the transmissibility of the communicable disease. NBCC facilities are open to the public.</p>
<p>How does the workplace layout impact risk? (e.g. consider areas such as reception, field work, office work etc.)?</p>	<p>Physical barriers, including plexiglass partitions can be installed in public facing areas like student development, bookstore, security, foodservice, I.T. and the library. Most office spaces are configured to ensure that there is adequate spacing between employees.</p>
<p>Does the business type and services put individuals at risk (e.g. interactions with others internally and externally)?</p>	<p>Yes. NBCC serves students, and the public.</p> <p>If an outbreak occurs:</p> <ul style="list-style-type: none"> <li>• Signage can be posted at the affected campus.</li> <li>• NBCC will communicate important details to employees and students using the emergency notification system, ReGroup.</li> <li>• Visitors must sign-in at the security desk when visiting buildings.</li> <li>• Employees and students will be encouraged to stay home if they have symptoms.</li> </ul> <p>Resources:  <a href="#">Communicable Disease Control (GNB)</a></p>



<p>Can job duties be modified to reduce risk? (e.g. use of virtual meetings, travel to worksites, sharing of work tools, etc.)</p>	<p>Yes. Employees will be encouraged to meet virtually if an outbreak occurs as determined by Public Health. Employee travel between locations will continue to be subject to Manager’s approval.</p> <p>Sanitizing wipes will be made available for employees and students. They will be encouraged to disinfect tools, furniture, or equipment before use.</p> <p>Resource: <a href="#">Tip Sheets for All Workplaces (CCOHS)</a></p>
<p>Are there employees that may be more vulnerable to the effects of a communicable disease?</p>	<p>Yes. Some employees, and students are immunocompromised and would be more vulnerable if they contracted a communicable disease. Immunocompromised individuals should consider taking additional precautions if recommended to do so by Public Health, or a medical professional. If an accommodation plan is needed, employees should contact the Lead, Employee Wellbeing and Engagement and students should contact a Learning Strategist.</p> <p>Resources: <a href="#">Academic Coaching and Learner Services (NBCC)</a> <a href="#">Employee Wellbeing (NBCC)</a></p>
<p><b>The risk assessment tool is intended to evaluate the risk in work areas in the department. The results will indicate whether controls need to be implemented to prevent transmission of a communicable disease.</b></p>	



## 2. Implement measures, practices, and policies to mitigate the risk

Preventing communicable disease involves implementing ongoing measures to mitigate the risk for communicable disease transmission in the workplace.

STEP #2:	Details
<p>Adequate building ventilation.</p> <p>Reference: <a href="#">Section 20</a> OHS Regulation 91-191</p>	<p>Facilities &amp; Ancillary Services (FAS) ensures that ventilation is operating as designed, through routine monitoring, maintenance, and inspection. NBCC will continue to follow Department of Transportation &amp; Infrastructure (DTI) recommendations outlined in <b>General Guidance on Ventilation in Public Schools</b>.</p> <p>Concerns regarding ventilation should be sent to the local Facilities Manager.</p> <p>Resources:  <a href="#">General Guidance on Ventilation in Public Schools (GNB)</a>  <a href="#">Ventilation and air circulation (Worksafe NB)</a></p>
<p>Detail hand hygiene facilities available and employee access to washing/ sanitizing supplies. Signage will remind employees around hand washing/ sanitizing and respiratory etiquette.</p> <p>Reference: <a href="#">Section 6(1)</a> OHS Regulation 91-191</p>	<p>Hand sanitizer dispensers are installed at building entrances, and in other common areas throughout college facilities.</p> <ul style="list-style-type: none"> <li>• Sanitizing wipes will be available for individuals to sanitize equipment, furniture, or tools.</li> <li>• Hand hygiene signage is posted in areas where hand sanitizing or hand washing occurs.</li> </ul> <p>Resources:  <a href="#">Posters, Infographics and Publications (CCOHS)</a></p>
<p>Detail process/ communications to employees around staying home when sick.</p>	<p>If an outbreak occurs:</p>

*Any NBCC document appearing in paper form is uncontrolled and must be compared to the electronic version.*

	<ul style="list-style-type: none"> <li>• Awareness signs will be posted throughout the building. These signs will outline preventative measures, common symptoms, and general guidance for individuals with symptoms.</li> <li>• NBCC will communicate important details to employees and students using the emergency notification system, ReGroup.</li> <li>• Employees: Notify manager when sick or when working from home because of symptoms.</li> <li>• Students: Notify instructor when sick or when attending class virtually because of symptoms.</li> </ul> <p>First Aid Rooms can be used as isolation rooms for individuals who develop symptoms while onsite and who cannot leave the facility immediately.</p> <p>Resources:  <a href="#">Tip Sheets for All Workplaces (CCOHS)</a></p>
<p>Detail cleaning schedule for the workplace. Detail who is responsible for cleaners to ensure they are trained to do job effectively and safely.</p>	<p>The Facilities Manager with assistance from the Custodial Worker II ensures that schedules, protocols, and safe work practices are followed when cleaning and disinfecting is performed. If an outbreak occurs:</p> <ul style="list-style-type: none"> <li>• FAS will follow cleaning and disinfecting protocols recommended by Public Health.</li> </ul> <p>Concerns regarding cleaning and disinfecting should be sent to the local Facilities Manager.</p> <p>Resources: <a href="#">Safe Work Practices (NBCC)</a></p>
<p>Detail additional measures that will be implemented during a period of elevated risk (e.g. Public Health advisories and guidance, etc.)</p> <p>(Additional measures may include but are not limited to screening of entrants, more frequent cleaning, requirements around mask usage,</p>	<p>If Public Health advisories are issued for a particular area, the College could implement the following measures upon recommendation by Emergency Operating Group (EOG) and with approval of the Emergency Steering Committee (ESC):</p> <ol style="list-style-type: none"> <li>1. Consider screening protocols.</li> </ol>



distancing, traffic flow in workspaces, barriers, increased use of signage to warn of risks, inspections and specific measures prescribed by Public Health and WorkSafe NB, etc.)

References:

[Public Health Advisories and Alerts \(GNB\)](#)

[Communicable disease prevention \(Worksafe NB\)](#)

2. Increased cleaning and disinfecting
3. Consider virtual work for employees who can work offsite.
4. Consider virtual training options.
5. Reduce building occupancy – change work and training schedules.
6. Install physical barriers where practicable.
7. Physical distancing (must be recommended by Public Health)
8. Mask use (must be recommended by Public Health)
9. Testing (only if mandated by GNB)
10. Proof of vaccination (only if mandated by GNB)

### 3. Communicate measures, practices, and policies.

All persons entering the workplace need to be informed about measures, practices and policies for mitigating communicable diseases.

STEP #3:	Details
<p>Detail process for communicating measures, practices, and policies across departments, including updates when there is a change to risk levels.</p> <p>Detail the process to inform people leaders and keep them advised of changes.</p>	<p>All NBCC practices and policies are stored on NBCC@Work. All documents related to communicable disease outbreaks will be stored on the Health &amp; Safety page.</p> <p>When important updates must be communicated to employees, students, and the public, the Emergency Operating Group (EOG) notifies the Lead, Strategic Communications who is responsible for developing and sending the message. Notification will be sent by email. If immediate notification is needed, NBCC will use the emergency mass notification systems (Regroup and Alertus).</p> <p>If Public Health confirms that an individual was at an NBCC facility while contagious, NBCC will follow Public Health guidance.</p> <p>Resources:  <a href="#">NBCC@Work: Health &amp; Safety</a></p>

*Any NBCC document appearing in paper form is uncontrolled and must be compared to the electronic version.*



Workplace signage to communicate measures (general screening poster at entrances, washrooms, elevators, common spaces, kitchens, etc.)	The Facilities Manager is responsible to ensure signage is posted accordingly when outbreaks occur. Each location will designate an employee from FAS who is responsible for facility signage.
--	--

#### 4. Evaluation and update of the plan

Continue to monitor Public Health and WorkSafeNB advisories and directives. Assess where changes are required to the workplace and update this plan as required.

STEP #4:	Details
Detail process to ensure the JHSC is kept abreast of the plan.	<p>JHSC committee members will be given an opportunity to review the plan and provide feedback, if required. The plan will be posted on the Health &amp; Safety page on NBCC@Work. Like all employees, JHSC members will receive notification if an outbreak occurs.</p> <p>Resources:  <a href="#">NBCC@Work: Health &amp; Safety</a></p>
Detail procedure for employees to raise Health and Safety concerns, and process to inform of this procedure.	<p>If an employee has a concern related to their health and safety, they should consider contacting one of the following employees in the order listed below:</p> <ol style="list-style-type: none"> <li>1. Manager</li> <li>2. Manager, Health &amp; Safety</li> <li>3. JHSC member</li> </ol> <p>Resources:  <a href="#">Health &amp; Safety Program</a>  <a href="#">Policy 4121: Occupational Health and Safety</a>  <a href="#">Work Refusal Flow Chart (Worksafe NB)</a></p>

*Any NBCC document appearing in paper form is uncontrolled and must be compared to the electronic version.*





<p>Process to ensure measures are functioning properly, followed, and maintained.</p>	<p>Workplace inspections are completed and reviewed at JHSC meetings each month. Workplace inspections will identify the absence of any control measures which are required by this plan.</p> <p>As part of the College’s Emergency Management Framework, this plan will be reviewed annually by the Manager, Health &amp; Safety. When there is an elevated risk of a communicable disease, the plan will be reviewed at minimum once a month.</p>
<p>Work refusal process</p>	<p>Any work refusals related to concerns around communicable diseases will be addressed through the Right to Refuse Process under the OHS Act.</p> <p>Resources: <a href="#">Work Refusal Flow Chart (Worksafe NB)</a> <a href="#">Right to Refuse Form (NBCC)</a></p>

## Frequently Asked Questions (FAQs)

### Which communicable diseases must be reported under the New Brunswick Public Health Act?

An up-to-date list of communicable diseases can be found on the Public Health [website](#).

### Who is responsible for reporting the diseases and events noted under the New Brunswick Public Health Act?

Physicians, Nurse Practitioners, Nurses, Laboratories, Administrators of health facilities (CEOs or designates), Principals of schools, Operators of daycares, Persons in-charge of institutions, Veterinarians, Pharmacists, Midwives

*Any NBCC document appearing in paper form is uncontrolled and must be compared to the electronic version.*



### **Who is responsible for reporting diseases and events at NBCC to Public Health?**

Manager, Health & Safety (or designate).

### **Why is reporting these diseases important?**

Timely public health action can prevent or reduce the spread of disease to others and potentially avoid a significant outbreak situation.

- monitoring disease information is used to plan and evaluate disease prevention and control programs to ensure the right public health measures are in place.
- certain diseases are reportable nationally and internationally as part of a global public health monitoring system.

### **For more information:**

- [Diseases A-Z](#)
- [Food and Water Borne Diseases](#)
- [Respiratory Diseases](#)
- [Direct Contact and Emerging Diseases](#)
- [Animal and Insect-related Diseases](#)

## **Preventing Infection**

### **To prevent infection, practice frequent and proper hand washing:**

- After coughing, sneezing, or blowing your nose.
- After touching your face.

*Any NBCC document appearing in paper form is uncontrolled and must be compared to the electronic version.*



- After handling soiled material or money.
- After using the toilet.

#### **When using an alcohol-base hand sanitizer:**

Caution! The product is flammable. Do not use near open flames.

- Apply the product to the palm of your hand.
- Rub all parts of your hands, fingers and nails.
- Continue rubbing until your hands are dry.
- You can use a hand sanitizer on a regular basis; however, use soap and water if your hands are visibly dirty or after going to the washroom.

#### **When washing hands with water and soap:**

- Wet hands with warm water.
- Apply soap.
- Scrub all parts of your hands, fingers and nails for 15 to 20 seconds.
- Rinse your hands with running water.
- Dry your hands with a disposable towel.
- Turn faucets off using the disposable towel.
- Discard the towel.
- Use a clean disposable towel to open the bathroom door and discard it afterwards.

#### **Related Links**

[Communicable Disease Control - Office of the Chief Medical Officer of Health](#)

[Public Health Agency of Canada \(PHAC\) - Infectious diseases](#)

*Any NBCC document appearing in paper form is uncontrolled and must be compared to the electronic version.*



*Any NBCC document appearing in paper form is uncontrolled and must be compared to the electronic version.*