

# CNC Communicable Disease Safety Plan 2021



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College of  
New Caledonia

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# Introduction

This Communicable Disease Plan is designed to promote the health and safety of college employees and students by providing information that can be used to prevent the contraction and spread of communicable diseases and the appropriate response to a communicable disease outbreak. A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted from one person to another.

Safety & Security in conjunction with Human Resources and Communications & Marketing will alert the campus community when there is a communicable disease threat affecting members of the college community.

College communicable disease prevention, mitigation, and response activities are guided by this Communicable Disease Safety Plan. In the event of an emergency, College of New Caledonia will work with the Northern Health Authority, notify the college community of the emergency, take actions to protect the health and safety of students, faculty, staff, and visitors, and provide additional guidance if necessary.

## Scope

Communicable diseases falling within the scope of this Plan are those typically caused by bacteria, viruses, fungi, or parasites and normally spread through direct or indirect human contact or through the consumption of contaminated food/water. Examples of communicable diseases include but are not limited to:

- Coronavirus
- Hepatitis A
- Norovirus
- Influenza
- Measles
- Meningococcal Meningitis
- Mumps
- Rubella
- Tuberculosis

## Prevent

Preventing communicable disease involves taking ongoing measures to reduce the risk of communicable disease transmission in the workplace. Vaccines, antibiotics, antivirals, innate immunity, and/or acquired immunity can provide some protection against certain communicable diseases. Not all communicable diseases are treatable, nor are current treatments guaranteed to protect against a communicable disease. Therefore, it is important to limit the spread of a communicable disease before it has the potential to cause serious illness/disease by implementing the additional measures:

- Wash your hands or use hand sanitizer frequently.
- Use proper cough sneeze etiquette.
  - Cover your mouth and nose with a tissue when you cough or sneeze
  - Throw used tissues in the trash
  - Remember to immediately wash your hands after blowing your nose, coughing or sneezing.
  - If you don't have a tissue, cough or sneeze into your elbow, not your hands
- Routinely clean and disinfect surfaces.
- Practice a healthy lifestyle; exercise, eat a balanced diet, and get sufficient sleep.
- Handle and prepare food safely: keep foods at a correct temperature, cook foods (especially meat) thoroughly, wash produce, and observe expiration dates.
- Follow universal precautions when working with bloodborne pathogens.
- Stay home when sick to prevent the spread of communicable disease.
- Consult with your physician to maintain appropriate immunizations and vaccinations based upon the region in which you live and work, and your exposure.

## Identify

The level of risk of certain communicable diseases, including COVID-19, may increase from time to time or on a seasonal basis. This may occur at a local or regional level, or within the workplace. Recognizing the signs and symptoms of a communicable disease and understanding the modes of transmission is the first step in reducing the incidence of disease associated with communicable diseases. Signs and symptoms will vary depending on the disease, but common characteristics associated at the onset of most communicable diseases typically include fever and other flu-like symptoms: achiness, upset stomach, fatigue, fever, and headaches. When traveling abroad, be aware of communicable disease threats; certain communicable diseases are endemic to certain regions of the world.

## Plan

It is important to have a plan in place within your team or department to respond to staffing and other business issues that may arise during a communicable disease emergency or whenever employees are unable to attend work due to illness. A team plan should address:

- Designate employees who will work during a communicable disease emergency either onsite or at an alternate location (including home).
- Cross train staff to provide levels of backup for critical positions.
- Develop telework agreements with those staff who may have to work from home or an alternate location.
- Create a working group to discuss other potential department-specific issues that may arise during an emergency and prepare for them (e.g. impact of a communicable disease on a conference or other planned event, the potential need for ad-hoc telework or those whose symptoms have subsided and may want to begin working again but cannot return to the workplace as yet).

## Respond

The following procedures should be followed whenever a communicable disease emergency such as a regional communicable disease outbreak, pandemic, or public health emergency is declared by local, provincial or national officials. For all other routine, seasonal, or individual health issues, consult your healthcare provider. Routine, seasonal, and individual health issues DO NOT need to be reported to college officials unless advised to do so by your healthcare provider.

## Employees

Faculty or staff have the following general responsibilities:

- Support/accommodate staff and students who have symptoms of a communicable disease (e.g., fever or chills, coughing, diarrhea) as much as practicable so they can avoid being at the workplace when sick.
- Maintain awareness of the situation and the progression and nature of the communicable disease emergency by monitoring reliable media outlets.
- Review E.1.46 “Academic Concession for the 2021-22 Academic Year” policy and procedures: <https://cnc.bc.ca/about/policies>
- Follow the College’s current mask directive and any guidance made by the provincial public health office around the wearing of non-medical masks.
- And must do the following if diagnosed with or believe they have a communicable disease:
- Seek medical attention immediately depending on severity of symptoms.
- Inform your Supervisor of your condition and relay only as much pertinent information provided to you by your healthcare provider as necessary if they had advised to do so.
- Stay home when sick and avoid close contact with others to the extent possible.
  - Do not return to work until advised to do so by a health care professional or, in the absence of medical consultation, do not return to work for the duration of the illness and 24-hours after symptoms abate;
  - Notify your supervisor; and
  - Record your time away from work as “sick leave”
- To limit the spread of communicable disease, avoid traveling when sick, unless otherwise deemed appropriate by a health care professional.



- Use only appropriate medications and exactly as prescribed for the full duration of the prescription – do not self-medicate or share medicines with others.
- Faculty: Arrange alternate teaching schedules to avoid cancellation of class when possible.

## Supervisors

Supervisors who become aware of an employee under their supervision is diagnosed with a communicable disease must not release the employee's name, identifying information, or condition to other employees. All employee healthcare concerns must be forwarded to Human Resources. Supervisors and employees can contact Human Resources with any questions or concerns they may have regarding workplace issues surrounding communicable disease.

## Students

Students have the following general responsibility:

- Review E.1.46 "Academic Concession for the 2021-22 Academic Year" policy and procedures: <https://cnc.bc.ca/about/policies>
- Follow the College's current mask directive and any guidance made by the provincial public health office around the wearing of non-medical masks.
- And must do the following if diagnosed with or believe they have a communicable disease:
- Stay at home or within your residence room when sick and avoid close contact with others to the extent possible.
  - Do not return to class or work until advised to do so by a health care professional or for the duration of the illness and 24-hours after symptoms abate;
  - Notify your instructors, supervisor, and family as necessary.
- Seek medical attention immediately depending on severity of symptoms.
- To limit the spread of a communicable disease, avoid traveling when sick, unless otherwise deemed appropriate by a health care professional.
- Use antibiotics and antivirals appropriately and exactly as prescribed for the full duration of the prescription – do not self-medicate or share medications with others.
- Maintain awareness of the situation and the progression and nature of the communicable disease by monitoring reliable media outlets.

## Returning to Work/School

Prior to returning to work or school, students and employees should take precautions to prevent spreading a communicable disease by ensuring that symptoms have passed. Remain at home if contagious and as long as symptoms are still present, and, if necessary, consult a health care professional for guidance or clearance to return to work or school prior to returning to the college.

During a college wide communicable disease outbreak, a written statement indicating that students or employees may return to work or school from an attending physician or primary care provider may be required before returning to the college.

## Confidentiality

All student and employee medical information is treated as private and confidential and will be handled in compliance with legal requirements and professional ethical standards.

## Resources

For additional information about a specific communicable disease including symptoms, prevention, treatment, and communicable disease outbreak, please visit the following:

- BCCDC Communicable Disease Control Manual: Communicable Disease Control Manual ([www.bccdc.ca](http://www.bccdc.ca))
- Northern Health Communicable Disease Control and Prevention: Communicable Disease Control (<https://www.northernhealth.ca/>)
- Your personal health care provider(s) or physician

# Appendix A

Description of diseases that have a potential to be transmitted at CNC.

NAME	VACCINE PREVENTABLE?	DESCRIPTION OF SYMPTOMS
<b>Measles</b>	Yes	<p><u>Symptoms:</u> high fever (may spike to more than 104°), cough, runny nose and red, watery eyes (conjunctivitis).</p> <p><u>Transmission:</u> Coughing and sneezing.</p>
<b>Rubella</b>	Yes	<p><u>Symptoms:</u> a low-grade fever, headache, mild pink eye (redness or swelling of the white of the eye), general discomfort, swollen and enlarged lymph nodes, cough and runny nose.</p> <p><u>Transmission:</u> Coughing and sneezing. Also, an infected pregnant woman can pass on rubella to her developing baby and cause serious harm.</p>
<b>Meningitis</b>	Yes	<p><b>Bacterial</b></p> <p><u>Symptoms:</u> fever; headache; stiff neck; nausea; vomiting; sensitivity to light; confusion</p> <p><u>Transmission:</u> germs spread person-to-person (depends on type of bacteria)</p> <p><b>Viral</b></p> <p><u>Symptoms:</u> fever; headache; stiff neck; sensitivity to bright light; sleepiness or trouble waking up from sleep; nausea; irritability; vomiting; lack of appetite; lethargy</p> <p><u>Transmission:</u> caused by other viruses like mumps, measles, influenza, etc.</p>
<b>Mumps</b>	Yes	<p><u>Symptoms:</u> fever; headache; muscle aches; tiredness; loss of appetite; swollen/tender salivary glands approximately 16-18 days after infection</p> <p><u>Transmission:</u> coughing, sneezing, or talking; sharing items; touching contaminated objects</p>
<b>Norovirus</b>	No	<p><u>Symptoms:</u> diarrhea; vomiting; nausea; stomach pain</p> <p><u>Transmission:</u> contaminated food or drink; touching contaminated surfaces and then putting fingers in mouth; having direct contact with someone who is infected</p>
<b>Coronavirus (COVID-19)</b>	Yes	<p><u>Symptoms:</u> fever, cough, shortness of breath and breathing difficulties</p> <p><u>Transmission:</u> Person-to-person via droplets, coughing, sneezing, or talking; sharing items; touching contaminated objects</p>
<b>Influenza</b>	Yes	<p><u>Symptoms:</u> fever; cough; sore throat; runny or stuffy nose; muscle/body aches; headaches; fatigue; sometimes vomiting and diarrhea</p> <p><u>Transmission:</u> person-to-person via droplets</p>
<b>Varicella (Chicken Pox)</b>	Yes	<p><u>Symptoms:</u> fever; tiredness; loss of appetite; headache; itchy, fluid-filled blisters</p> <p><u>Transmission:</u> touching or breathing in the virus particles that come from the blisters</p>