



October 2021

## COMMUNICABLE DISEASE PREVENTION PLAN

Duncan Sunrise Waldorf School Site July Session  
2148 Lakeside Road, Duncan, BC V9L 6M3

### INTRODUCTION

West Coast Institute's Communicable Disease Prevention Plan supports the health and safety of our staff, faculty, and students while at the Sunrise Waldorf School for our July Session. The Plan provides information to stop or reduce the spread of a communicable disease and respond to an emergency at this site if one occurs.

West Coast Institute offers 3 week of courses for adult students enrolled in our Waldorf Early Early Childhood Educator and Waldorf Grades Teacher Programs in July, renting the Sunrise Waldorf School as the school is not in session.

### PURPOSE

To provide general measures to reduce the risk of communicable disease and to provide additional measures when there is an elevated risk of communicable disease.

### SCOPE

Diseases covered by this plan are those typically caused by bacteria, viruses, fungi, or parasites and spread from one person to another through indirect or direct human contact. Examples of communicable diseases include:

- COVID-19
- Seasonal Influenza
- Hepatitis A
- Norovirus
- Measles
- Meningococcal Meningitis
- Mumps
- Rubella
- Tuberculosis

## 1. Process for Monitoring, Reviewing and Updating Information

The West Coast Institutes process for monitoring, reviewing and updating information issued by our regional medical health officer or our provincial Health officer is as follows:

The Administrative Director as the designated site supervisor will:

- Ensure monitoring, reviewing and updating information issued by our regional medical health officer or our provincial Health officer leading up to the July Session
- Communicate information, guidelines, practices and policies via email to students, staff and faculty before the start of the session
- Present information, guidelines, practices and policies to students, staff and faculty at the start of the session, and post information at the administration table during the session
- Daily monitor of information issued by our regional medical health officer or our provincial Health officer during the July Session

## 2. Implementation of Measures, Practices and Policies to Reduce Risk

West Coast Institute is Implementing the following measures at the July Session to limit the spread of communicable disease:

Daily health check by all faculty, staff and students. [BC COVID-19 Self-Assessment Tool](#)

Faculty or staff diagnosed with, or believe that they have symptoms of a communicable disease will:

- Seek medical attention, if required.
- Inform the WCI supervisor, stay home and avoid close contact with others.
- Do not return to work or classes unless directed by a health care provider OR If medical attention is not sought stay home for the duration of the illness, and symptoms have subsided for at least 24 hours, or as long as public health officials advise.
- Use medicines and treatments appropriately and as directed.
- Follow official communications from the WCI, the Health Authority, and the Government.
- Faculty who are ill will be replaced by their Program Director and will receive their contract fee for the session

Any student diagnosed with, or believes that they have symptoms of a communicable disease must:

- Seek medical attention from a health care provider, if required.
- Inform the WCI supervisor.
- Stay home for the duration of the illness, and symptoms have subsided for at least 24 hours, or as long as public health officials advise.
- Avoid travelling or attending events.
- Use medicines and treatments appropriately and as directed.
- Follow official communications from the West Coast Institute, the Health Authority, and the Government.
- Students, staff and faculty learn to recognize the signs and symptoms of communicable diseases. (see below)

### DEFINITIONS

## COMMUNICABLE DISEASE

As defined by WorkSafeBC, a communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from one person to another.

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.

## Handwashing, Coughing and Sneezing Protocols

The following information will be posted in the WCI Administration table and in the washrooms in the session:

# Prevent the spread of communicable disease



**Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.**

**Wash your hands:**

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

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# Prevent the spread of communicable disease

## Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or



Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.

Or



Clean your hands with alcohol-based hand sanitizer.

[worksafebc.com](http://worksafebc.com)

**WORK SAFE BC**

## Cleaning Schedule

The WCI Session Supervisor will ensure the cleaning and sanitizing of classrooms after each use, and the cleaning and sanitizing of the site washrooms daily. Supplies of cleaning and sanitizing items will be supplied by the WCI Session Supervisor.

### 3. Communication of Measures, Practices and Policies

WCI staff and faculty are informed of the measures, practices and policies:

- before the session via email and during virtual faculty meetings before the start of the session
- at the commencement of the session during the opening event
- Each day during the session by checking in with the administration table before their class.

## 4. Monitoring the WCI Session Space

The WCI Health and Safety Team consists of the WCI Administration Director/Session Supervisor, Program Directors, and the WCI Site Manager. This team monitors and evaluates the WCI Measures, Practices and Policies before the session in preparation of it, during the session during regular daily check-ins, and at the end of the session to evaluate how they are and were followed. Staff, students and faculty are asked to bring concerns about health and safety to anyone in the WCI Health and Safety Team. This is communicated to all via email communication, and during session meetings.

### **Case Management in the Event of an Outbreak**

The WCI Health and Safety Team, under the direction of the WCI Administration Director/Session Supervisor, will be responsible for case management in the event of an outbreak during the July Session at the Sunrise Waldorf School site. This will include support for any staff, faculty or student required to be quarantined or isolated by offering transportation to medical care, their quarantine plan accommodations, and food, medication needs picked up and delivered, and daily check-ins via phone calls or safe visits.

### **Operational Plan for Case Management**

In the event of an outbreak with those attending the WCI Session, the WCI Administration Director/Session Supervisor will immediately:

- 1.) Notify the local Health authority:

Vancouver Island Health Authority  
Island Health: 250-370-8699  
After Hours Emergencies: 1-800-204-6166

Health Officer: Dr. Shannon Waters 250-737-2020  
BC Provincial Health Authority: 604-675-7400

- 2.) Transport the infected person to medical care if required
- 3.) Transport the infected person to their pre planned quarantine accommodation
- 4.) Ensure availability and delivery of food, medication needs: they are picked up and delivered
- 5.) Begin daily check-ins via phone calls or safe visits.
- 6.) WCI Administration Director/Session Supervisor will immediately follow all contact tracing protocols issues Health authorities issue related to the case and contact management process to enable appropriate communication with the WCI community.

Compliance response if students do not remain in quarantine for 14 days:

- 1.) WCI Administration Director/Session Supervisor will immediately inform Local and Provincial Health Authorities of the compliance issues:

VancouverIsland Medical Health Officer: Dr. Shannon Waters 250-737-2020

Province of BC Health Authority Phone: 604-675-7400

- 2.) The student not following quarantine is denied access to the WCI Session both in person and online.

## EMERGENCY PLANNING AND RESPONSE

In the event of an escalation of health and safety concerns during sessions, WCI Health and Safety Team holds the responsibility, under the direction of the WCI Administration Director/Session Supervisor, to review the situation and make necessary adjustments to meet the requirements of escalated health and safety concerns.

Upon notification of elevated risk, WCI will:

- Activate an Emergency Operations Centre when notified by MHO and/or PHO (if necessary).
- Follow all orders, issued by the PHO (relevant to WCI operations).
- Assess areas or activities that may pose a risk to staff, faculty and students and implement appropriate control measures.

## CONFIDENTIALITY

Medical information is private and confidential. If shared with the West Coast Institute, it is managed in compliance with the WCI Privacy Policy.

Becoming aware that a staff, faculty, or student who has or may have a communicable disease, must not share the person's name, identifying information, or other information about the disease with other WCI Community Members.

## RESOURCES

Additional information about specific communicable diseases including symptoms, prevention, treatment, and outbreaks can be obtained via:

BCCDC: [Communicable Disease Control Manual \(bccdc.ca\)](http://bccdc.ca)

WorkSafeBC: [Communicable Disease Prevention Guide for Employers](#)

CDC: [Stay Home When Sick Guidelines](#)