



TRIUMF Communicable Disease Prevention Plan

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History of Changes

Release Number	Date	Description of Changes	Author(s)
1	2021-07-29	Initial version	T. Sanghera & V. Toma
2	2022-01-07	Various updates to reflect current (January 2022) provincial health guidance	S. Shepherd

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1 Introduction

The TRIUMF Communicable Disease Prevention Plan describes the measures being taken to reduce the risk of communicable diseases being spread in the workplace. The plan is based on [WorkSafeBC guidelines](#) and the guidance of British Columbia's public health officer.

These are base guidelines for preventing communicable disease spread. Should conditions change, additional measures may be implemented in accordance with guidance from regional medical health officers and the provincial health officer.

2 Prevention of Communicable Disease Spread

Communicable diseases are illnesses that are transmitted from one individual to another, such as COVID-19 or seasonal influenza, tuberculosis, etc.

2.1 TRIUMF Actions

Preventing the spread of communicable diseases and keeping all employees healthy is TRIUMF's primary goal. To achieve this goal:

- We urge employees to stay home and seek medical advice if they feel unwell for any reason.
- We encourage employees to receive vaccines for vaccine-preventable conditions.
- We encourage employees to contact TRIUMF HR if they have any questions about sick leave or their health benefits.
- We promote hand washing and provide hand-hygiene facilities at TRIUMF to reduce the spread of germs and disease.
- We maintain a set cleaning schedule of TRIUMF facilities with regular cleanings of touchpoints and washrooms.
- We maintain our ventilation systems and ensure they are operating as designed.
- We regularly monitor and follow announcements and guidance from local and provincial health authorities.
- We communicate prevention measures widely and regularly to the TRIUMF community through emails, website updates, and town hall meetings.
- We maintain signage meant to remind employees the practices mentioned in this plan.

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2.2 Employee Actions

TRIUMF asks that our employees collaborate in the effort to prevent the spread of communicable diseases by taking the following actions:

- Notify your supervisor (no additional action required by the supervisor) and stay home if you are feeling unwell.
- Call 811 if you are experiencing flu symptoms and follow the medical advice given.
- Notify your supervisor and OHS (via covid-19-ehs@triumf.ca) if you receive a positive COVID-19 test result.
- Wash your hands regularly and cover your mouth when coughing or sneezing.
- Communicate to your supervisor any health and safety concerns that you have at TRIUMF.

3 COVID-19

Because of the elevated risk posed by COVID-19, TRIUMF will take additional safety measures in the event that an employee tests positive for COVID-19. Should an employee receive a positive test for COVID-19, we require that the employee follow the directives given by the public health authority. The employee should immediately contact their supervisor and OHS (via covid-19-ehs@triumf.ca) to notify them of the result. The supervisor will then follow the procedure described in Table 1 below.

4 Confidentiality

Supervisors and employees should be aware that employee's personal information such as medical/health status is private information and should only be shared with those who require the information for the fulfilment of their work duties. Please see HR Policy 34 – Privacy ([Document-10499](#)) for more information. Please contact Human Resources if there are any questions about the confidentiality of information.

5 Resources

- [HR Policy 3 - Sick Leave](#)
- [WorkSafeBC communicable disease prevention guide](#)
- [BC COVID-19 Self-Assessment Tool](#)

Table 1 – COVID-19 Response Protocol

Scenario	Actions	Communications
<p>Employee receives positive COVID test result</p>	<ol style="list-style-type: none"> Employee reports results of test to direct supervisor and OHS (covid-19-ehs@triumf.ca). Employee follows health authority instructions. OHS contacts the employee to gather additional information as required as in Tables 2 and 3. OHS, with assistance from HR to protect personal and confidential medical information, will conduct an in-house contact trace based on CDC guidelines. This should include at a minimum an interview with the employee to determine their close contacts on site over the two days prior to the onset of symptoms. OHS will contact all parties identified in the contact tracing process to inform them of their potential for exposure. OHS will advise the potentially exposed employees: <ol style="list-style-type: none"> To monitor for symptoms To self-isolate <i>only if the potentially exposed employees has not been fully vaccinated</i>. In this case, for the balance of 10 days minus the number of days since last contact with the COVID positive employee To report to their supervisor and OHS (covid-19-ehs@triumf.ca) immediately if any symptoms develop Clarify that all above instructions may change based on future input from the relevant public health authority. The appropriate divisional administrator, in conjunction with the employee’s supervisor, will maintain communication with the employee at a reasonable frequency to be apprised of employee wellness. Leadership/EHS will review impact to site operations based upon criticality of job functions of exposed individuals to TRIUMF core operations and develop a plan to continue operations as feasible. Employee’s return to site is determined by the health authority and confirmed with HR and supervisor. 	<ol style="list-style-type: none"> Supervisor must email info to HR and OHS (covid-19-ehs@triumf.ca). <p>Note: Positive test results should not be emailed to the yourhealth email address.</p> <ol style="list-style-type: none"> OHS will notify the Director, Chief Operating Officer, Chief Safety Officer, Head of OHS, Head of HR, the applicable ALD overseeing the infected employee’s department, the corresponding divisional Safety Officer and the employee’s direct supervisor to inform all parties of the case and state of response and to develop a communications plan. Meetings to manage the situation will be called as needed. Communications may draft a site-wide announcement to inform of the positive result. Leadership will review and release the announcement.

Table 2 - Employee Contact Information and Travel Home – Completed record must be forwarded to HR

Contact information:		
Cell		
Home phone		
Home email		
Provide employee with information on next steps:		
Can they drive home?	Yes	No
If too ill	Transportation arranged	
	Emergency contact or alternate picking employee up	
Manager / HR / Divisional Admin. Assistant notified:		

Table 3 Triage questions and information for confirmed COVID-19 cases
Completed record must be forwarded to HR

	TODAY	YESTERDAY	3 DAYS AGO	4 DAYS AGO	5 DAYS AGO
When did you notice symptoms? List symptoms					
Any recent travel outside the country or community exposure (see BC-CDC)?					
Any contact with anyone who may have COVID-19, either confirmed or someone with symptoms and known travel/exposure history					
Have you been at any larger gatherings/bars/restaurants?					
Who have you had close contact with at work without PPE and for how long? (closer than 2 meters)					
What areas/rooms within TRIUMF have you been in? Please estimate the time spent in each area.					