

Communicable Disease Prevention Plan

Developed: August 2021

Company Information:
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What is a Communicable Disease?

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in the workplace from one person to another. Examples of communicable diseases that may circulate in the workplace include COVID-19, norovirus and seasonal influenza.

Why Does FNEESC Have a Communicable Disease Prevention Plan?

FNEESC is committed to providing a safe and healthy workplace for all of our staff, and we strive to keep each other safe and healthy by “looking out for ourselves and each other”. This plan provides us with measures and tools to help us look out for ourselves and each other through preventative measures, practices or protocols, and policies. These are the actions that all of us take to help reduce the risk of communicable disease in the workplace.

FNEESC’s Communicable Disease Prevention Plan

FNEESC’s Communicable Disease Prevention Plan is a four-step plan that includes both ongoing measures to reduce the risk of communicable diseases and additional measures that will be put in place when there is an elevated risk of communicable disease. The four steps of the plan are:

1. Understanding the risk of communicable disease;
2. Implementing measures, practices or protocols, and policies that reduce the risk of communicable disease;
3. Communicating our measures, practices or protocols, and policies to everyone who works for FNEESC;
4. Monitoring our workplace and updating our plan as necessary.

What Are Each of Our Responsibilities Related to Communicable Disease Prevention?

FNEESC will:

- Ensure that the materials (soap, cleaning supplies, facilities, etc.), communications and training required to implement and maintain this plan are available when and where they are required;
- Select, implement and document the appropriate organizational wide, site specific, and off-site activity control and prevention measures;
- Ensure that managers and employees are educated and trained as required to implement and support this plan;
- Conduct periodic reviews of the plan’s effectiveness. This includes a review of latest information and best practices to ensure that control and prevention measures are effective and practical, and to ensure that additional measures are implemented when there is an elevated risk of communicable disease;
- Maintain records of training, communications and activities;

- Ensure a copy of this plan is available to employees on SharePoint, and on the Health and Safety bulletin board.

Managers will:

- Ensure that employees that report to them are adequately instructed on the control and prevention measures outlined in this plan. This includes ensuring that new employees receive training, and all employees receive an annual refresher training;
- Direct work in a manner that minimizes risk to employees and maximizes the effectiveness of control and prevention measures;
- Follow up with employees who are not working in accordance with this plan.

Employees will:

- Understand the hazards of communicable diseases and cooperate with managers and FNEESC to control and prevent transmission at work;
- Follow established safe work procedures as directed by managers;
- Report any potential exposures or lack of compliance to managers.

All staff will:

- Inform guests, visitors, or others entering the FNEESC offices or participating in FNEESC events of FNEESC's communicable disease safety measures, practices or protocols, and policies.

Part 1: Understanding the Risk - Identification and Assessment

There are three primary routes of transmission of communicable disease, all of which need to be controlled. These include contact, droplet, and airborne transmission.

1. Contact transmission, both direct and indirect

Direct contact involves skin-to-skin contact, such as patient care or emergency response activity that requires direct personal contact (for example, providing first aid to a person with a communicable disease). Indirect contact involves a worker touching a contaminated intermediate object such as a table, doorknob, telephone, or computer keyboard, and then touching the eyes, nose, or mouth.

Contact transmission is important to consider because some viruses, like the influenza virus can persist for minutes on hands and hours on surfaces.

2. Droplet transmission

Large droplets may be generated when an infected person coughs or sneezes. Droplets travel a short distance through the air, and can be deposited on inanimate surfaces or in the eyes, nose, or mouth.

3. Airborne transmission

Airborne (inhalable) particles can be coughs and sneezes. Coughs and sneezes produce both large droplets and smaller airborne particles. The smaller particles remain suspended in air for longer periods, and can be inhaled. The large droplets can also evaporate quickly to form additional inhalable particles. As the distance from the person who is coughing or sneezing increases, the risk of infection from airborne exposure is reduced; but it can still be a concern in

smaller, enclosed areas, especially where there is limited ventilation. As the number of infected people in a room increases, the risk of infection can increase.

The following risk assessment table is adapted from WorkSafe BC regulations. Using this guideline as a reference, we have determined that the risk level of our workers is low to moderate. FNEESC employees work in a variety of environments (office, schools, meetings, workshops, travel, etc.), and have varying degrees of contact with the general public. The main areas of risk for employees are when employees attend meetings, workshops or events, travel by air, or are working in the office or in a classroom.

Risk Assessment for Communicable Disease at FNEESC

	Low risk Employees who have little contact with others (i.e. rarely attend meetings or events, or travel).	Moderate risk Employees who may be exposed to infected people from time to time due to meetings, events and travel.	High risk Employees who may be exposed to infected people regularly due to meetings, events and travel, and school visits.
Examples of FNEESC Employees	Administrative, Human Resources, Finance, ICT, Policy Analysts.	Director and Managers in the Communications and Policy, and the Executive Services and Community Support Departments; Some Managers in other departments.	Executive Director, and all Out-of-Office staff (Instructional Services, Special Education, Secondary Graduation and Adult Education, and Languages and Culture).
Hand hygiene	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
Cleaning, and disinfecting,	Recommended – disinfect high touch surfaces such as telephones, keyboards, door handles, and shared equipment regularly.	Recommended – disinfect high touch surfaces such as telephones, keyboards, door handles, and shared equipment regularly.	Recommended – disinfect high touch surfaces such as telephones, keyboards, door handles, and shared equipment regularly.
Disposable gloves	Not required	Not required	Not required
Inhalation protection – face masks or face shields	Not required	Not required	Not required
Aprons, gowns, or similar body protection	Not required	Not required	Not required
Eye protection—goggles or face shield	Not required	Not required	Not required
Airway protection—respirators	Not required	Not required	Not required

Part 2: Measures, Practices or Protocols and Policies to Reduce Risk

FNESC has implemented the following ten measures to reduce the risk of exposure to and transmitting communicable disease:

1. Supporting staff who have symptoms of communicable disease.

Symptoms of communicable disease may include, but are not limited to fever or chills, coughing, diarrhea, sneezing, congestion, runny nose, or nausea. Staff who have symptoms of a communicable disease should avoid being at the workplace or attending work at other sites.

FNESC supports both salary and hourly staff who have symptoms of communicable disease by:

Salary Staff:

Salary staff are entitled to fifteen (15) paid sick days per year, and accrue paid sick days at a rate of 8.75 hours per month. Staff are strongly encouraged to use their paid sick leave if they have symptoms of a communicable disease. If salary staff come to the office, or attend work at other locations while exhibiting symptoms of communicable disease, they may be asked by their Manager to go home and use their paid sick leave. Salary staff may be required to provide a doctor's note if sick leave is taken for three (3) or more consecutive days and/or there is a pattern of usage of paid sick time.

Hourly Staff:

Hourly staff have greater ability to reschedule work and be flexible with schedules. If hourly staff are exhibiting symptoms of communicable disease, they are strongly encouraged to reschedule travel, school visits or meetings. If rescheduling meetings is not a viable option, hourly staff should speak to their Manager for assistance. Managers will work with hourly staff to find options that ensure that staff are not attending work while exhibiting symptoms of communicable disease and will limit the loss of hours for hourly staff. If options are not available, Managers will consult with Human Resources to determine extraordinary options.

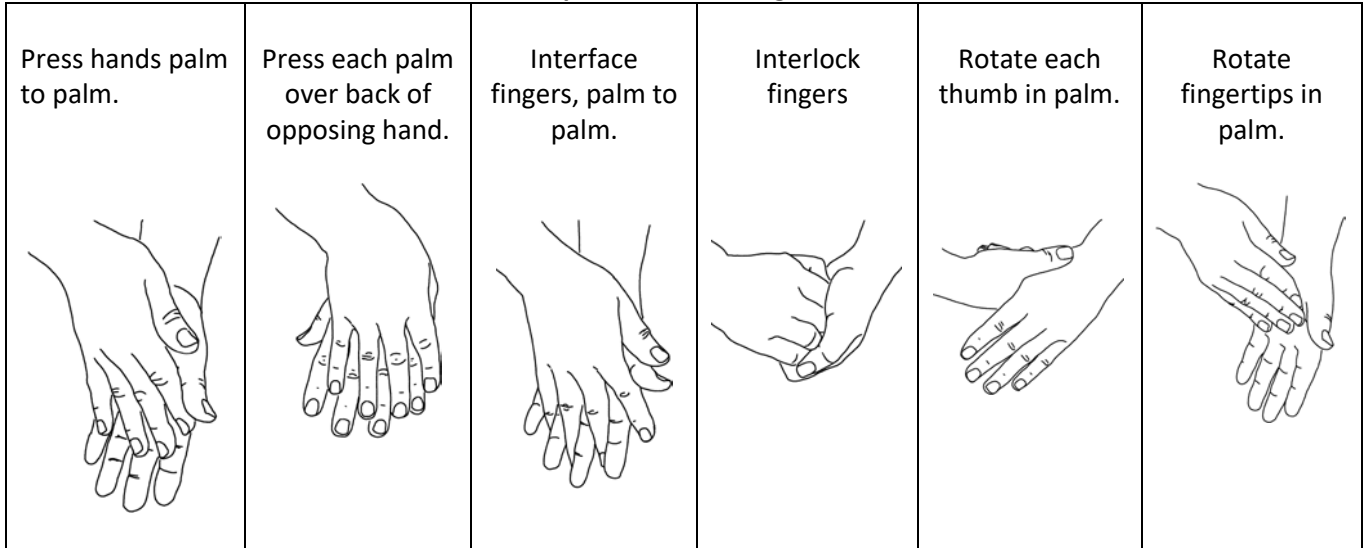
2. Hand Washing and Hygiene.

Hand washing or disinfecting is believed to be one of the most effective ways to minimize the risk of infection of communicable disease. Proper hand washing and/or disinfecting helps to prevent the transfer of viruses from infected surfaces to the hands to other parts of the body – particularly the eyes, nose and mouth.

FNESC employees are encouraged to wash their hands regularly, such as:

- Before returning to the office (after signing in) at the beginning of the day, after meetings or other work tasks that take them away from the office, and after returning from lunch;
- After handling materials or touching surfaces that may be contaminated, such as the interior of an airplane, taxis, ride hails, or rental cars;
- Before entering and after leaving a First Nations school;
- Before eating, drinking, smoking, handling contact lenses or applying make-up.

Proper Hand Washing Procedures



Use soap and warm running water (it doesn't have to be hot to do the job). If water is unavailable, use a waterless hand cleanser that has at least 70% alcohol. Follow the manufacturer's instructions on how to use the cleanser. For the duration of a COVID-19 outbreak, alcohol-based cleansers will be located throughout the FNEESC office. Out-of-Office staff will be reimbursed for the purchase of alcohol-based cleansers as communicated.

3. Cough and Sneeze Etiquette

Employees are expected to follow cough/sneeze etiquette while at work, regardless of whether they are in the office, at meetings or events, in a classroom, or traveling. This etiquette minimizes transmission of communicable disease via droplets and airborne routes. Cough/sneeze etiquette includes the following:

- Cover your mouth and nose with your sleeve or a tissue whenever you cough or sneeze. Do not cover your mouth and nose with your hand;
- Use tissues to contain secretions and dispose of them immediately in a waste container;
- Turn your head away from others when coughing or sneezing;
- Wash your hands regularly;
- Politely, remind others of proper cough/sneeze etiquette if you notice them not following the proper etiquette.

4. Regular Office or Workstation Cleaning/Disinfecting

All employees will clean or disinfect high touch surfaces in their office space or workstation at least once a week. All employees are required to use alcohol wipes to disinfect their keyboards, telephones, desktop, desk and cabinet handles, door knobs, light switches, and other commonly touched surfaces in their office or workspace.

FNEESC will be proactive and ensure that all necessary disinfecting items, such as wipes, are available.

5. Out-of-Office Staff Disinfecting and Preventative Measures

While working, Out-of-Office staff will use alcohol wipes to wipe-down and disinfect the following:

- Airplane seats, table tops, arm rests, seatbelts, head rests, fans, and the general seating area of their seat on airplanes when traveling;
- Rental car steering wheels, gear shifts, window handles, seat head rests, keys, visors, and dashboard controls;
- Desk/table tops, seat handles and other commonly touched areas while at meetings or in classrooms;
- Hands after leaving classroom/school or meetings.

FNESC will reimburse Out-of-Office staff for the costs of a reasonable supply of disinfectant wipes.

6. First Aid Attendants

First Aid Attendants will take precautionary measures when treating injured staff. This includes:

- Wearing gloves while performing first aid;
- Wearing face masks or face shields when necessary or appropriate;
- Washing hands immediately after providing treatment;
- Cleaning and disinfecting any areas that may have come in contact with bodily fluids or contents.

7. Vaccination for COVID-19

FNESC strongly encourages all staff to receive their COVID-19 vaccinations. This is due to the close connections we make at work, and the unique vulnerabilities of First Nations people and communities. Those who attend First Nations communities or schools may not be allowed to enter the community or the school without having been vaccinated for COVID-19. Vaccine requirements for First Nations are the decision of First Nations and FNESC will respect their decision. Regardless, all staff are required to work closely with others at meetings, conferences, workshops, or in the office. As a result, COVID-19 vaccinations have been proven to significantly reduce the risk of serious symptoms or issues if the COVID-19 is transmitted.

FNESC will be asking all staff to share their vaccination status. Sharing of vaccination status allows FNESC to more easily and effectively plan for community and school visits, return to the office, and meetings or gatherings. The sharing of vaccination status will be completely voluntary and there will be no consequences for those who do not share their vaccination status. However, if First Nations communities require proof of vaccination for those who enter their community, FNESC will be unable to accommodate staff who cannot provide proof of vaccination.

FNESC's Vaccination Information Policy is attached in Schedule D.

8. Other Preventative Measures or Elevated Risk Situations

In the event of an elevated risk of communicable disease or the availability of new prevention practices, other communicable disease prevention measures and decisions will be driven by information from, and the actions, recommendations and directives of various other organizations such as:

BC Public Schools	BC Public Health Authorities	Canadian Travel Advisories
First Nations and First Nations Schools	BC Provincial Medical Health Office	WorkSafe BC
BC Government	First Nations Health Authority	First Nations Summit
Federal Government	Centre for Disease Control	

The Human Resources Department will be responsible for monitoring guidance, notices, orders and recommendations from the above sources and adjusting the FNEC Communicable Disease Prevention Plan as necessary.

9. Special Measures Related to COVID-19

While COVID-19 is still a concern, FNEC employees will be required to use the FNEC COVID Exposure Control Checklists when participating in the following work-related activities:

1. Work Related Travel
2. Off-Site Meetings
3. Community or School Visits

FNEC's COVID Exposure Control Checklists are attached in Appendix A, B and C.

Part 3: Education, Communications and Record Keeping

1. Education of New Employees

The Human Resources Department will provide all new employees with information related to FNEC's Communicable Disease Prevention Plan in the orientation program for new employees.

2. Education of Current Employees

All FNEC employees who were hired prior to September 7, 2021 will receive training on the new FNEC Communicable Disease Prevention Plan. In addition, all employees will receive an annual refresher training.

The Human Resources Department will create, coordinate and lead the first Communicable Disease Prevention Plan training for all current FNEC staff. This will occur in August and September 2021.

The Human Resources Department will support Managers by providing resources to assist with annual refresher training for all employees and maintain records of annual refresher training.

Managers will ensure that annual Communicable Disease Prevention Plan refresher training is conducted with all staff who report to them.

3. Communications

The Human Resources Department will be responsible for determining and developing communications regarding communicable disease prevention in the workplace. The Human Resources Department will also support the FNEC Occupational Health and Safety Committee, with communications or other actions that arise out of monthly health and safety committee meetings that are related to communicable disease prevention.

Managers will communicate information, directives, updates, or provide training with regards to communicable disease prevention information to their staff as directed, advised or guided by the Human Resources Department and the FNEC Occupational Health and Safety Committee

4. Record Keeping

All employees will be required to sign an acknowledgement form indicating that they have received FNEC's Communicable Disease Prevention Plan training in August or September 2021, upon their onboarding/ orientation as a new employee, and/or as an annual refresher training.

Part 4: Monitoring Our Workplace and Updating Our Plan as Necessary

1. Annual Review

The FNEC Communicable Disease Prevention Plan and the FNEC workplace risk level will be reviewed annually by the FNEC Occupational Health and Safety Committee. The Occupational Health and Safety Committee will:

- Monitor FNEC's workplace risk level;
- Monitor guidance, notices, orders, and recommendations from BC Public Health Authorities;
- Recommend changes to FNEC's communicable disease prevention measures, practices or protocols, and policies, as necessary;
- Recommend changes to FNEC's Communicable Disease Prevention Plan, including changes to the workplace, work processes, staff and premises, as necessary;
- Recommend communications, reminders or training related to communicable disease prevention, as necessary; and,
- Make sure employees know how to raise health and safety concerns, including concerns related to communicable disease.

2. Monitoring our Workplace and Developments with Communicable Disease in our Workplace

The Human Resources Department will be responsible for monitoring guidance, notices, orders, legislation, and recommendations from the sources listed below, and for adjusting the FNEC Communicable Disease Prevention Plan as necessary. The Human Resources Department will monitor information from the following organizations and sources:

BC Public Schools	BC Public Health Authorities	Canadian Travel Advisories
First Nations and First Nations Schools	BC Provincial Medical Health Office	International, Canadian, and local news sources
BC Government	First Nations Health Authority	First Nations Summit
Federal Government	Centre for Disease Control	WorkSafe BC

Who Do I Contact for More Information?

Questions From:	Answers From:
FNESC Employees	Their direct supervisor/Manager
FNESC Managers or Directors	Human Resources (Pedro Lozano or Mike Costello) pedrol@fnesc.ca mikec@fnesc.ca
Questions from External Sources	Mike Costello mikec@fnesc.ca

Attached Appendices

Appendix A: FNESC COVID Exposure Control Checklists for Work Related Travel

Appendix B: FNESC COVID Exposure Control Checklist for Off-Site Meetings

Appendix C: FNESC COVID Exposure Control Checklist for Community or School Visits

Appendix D: FNESC Vaccination Policy

APPENDIX A:

FNESC COVID EXPOSURE CONTROL CHECKLIST FOR WORK-RELATED TRAVEL

- Pack disinfectant wipes, hand sanitizer and face masks in your carry-on luggage or briefcase so you have them available at all times;
- Do not travel if you're not feeling well or exhibiting signs of a cold, the flu, or COVID 19;
- If you have to cough or sneeze, do it into your sleeve.

At the airport:

- Wear your mask when in crowded or close-contact areas, or when required;
- Avoid crowded areas if possible;
- Wash or sanitize your hands after touching commonly touched surfaces (door handles or push bars, using restrooms, etc.);
- Pack your own meals or snacks when possible, in order to avoid busy food services;
- Disinfect seat backs and handles in waiting areas;
- Select a seat in the waiting area that is away from crowds;
- Get on the plane after most passengers have boarded.

On the plane:

- If possible, confirm your seat 24-hours prior to your flight – select a seat in an empty row or where no one is sitting beside you;
- If possible, book the first flight of the day – planes will have a more thorough cleaning overnight;
- If possible, select a window seat, closest to the front of the plane is best for minimizing exposure – you won't have to traverse the entire cabin to get on or off the plane;
- Disinfect your seating area including armrests, tray, seatbelt buckle, screen, headrest, window blind handle, fan mechanism, etc.). Carry an extra zip lock bag to dispose of your used wipes;
- Wear your mask if you are comfortable doing so, or if it is required;
- Wash or sanitize your hands after disinfecting your area and after deplaning.

At your hotel or billet:

- Avoid check in lines. Use online Check-In or wait until Check-in is less busy;
- Avoid other crowded areas whenever possible;
- Wear your mask in public areas if required;
- Disinfect commonly touched surfaces in your room (door knobs, door locks, light switches on walls and on lamps, TV remote, bedside table, sink and bathtub taps, telephone handles and buttons, etc.);
- Wash or sanitize your hands after disinfecting and whenever you return to your room;
- Use in-room dining, if possible;
- Minimize the use of business-centres. Use your own laptop and printers;
- Ask for a copy of and follow the hotel's exposure control protocols.

At restaurants:

- Wear your face mask until you reach your table or whenever you are not sitting at your table (i.e. walking to the restroom);
- Choose a booth or a table along a wall or window, if possible;
- Use digital/touchless menus using the QR code on the table, rather than shared menus;
- Disinfect the table area around you, including the table edges;
- Disinfect shared condiments and spices (ketchup, salt, pepper, etc.) on your table prior to using;
- Use cashless payment methods when possible;
- Avoid touching walls, booths or chair backs when moving through the restaurant;
- Wash or disinfect your hands after disinfecting your table area and shared items;
- Avoid peak-times, if possible.

In rental cars, taxis or ride shares:

- Wear your face mask if you're sharing the ride, or have a driver;
- Disinfect your hands after entering the vehicle and securing your seatbelt;
- Disinfect door handles, window buttons, and seatbelt buckles;
- If you're sharing the ride or have a driver, have your window open (even a little bit) to get better air circulation;
- If you're in a taxi or ride share alone, sit in the back, passenger side seat, so that you're socially distanced from the driver;
- In rental cars, disinfect all commonly touched surfaces in the driver area including gear shift, steering wheel, turn signal and windshield wiper mechanisms, radio knobs, seatbelt buckles, door handles (inside and outside), window buttons, air conditioning buttons and fans, head rests, etc.;
- Use cashless payment methods when possible;
- Disinfect your hands after disinfecting commonly touched surfaces.

On ferries:

- Wear your mask when in crowded or close-contact areas, or when required;
- Avoid crowded areas and lines if possible. If you need to use the dining area, wait for the line to disappear and for many people to leave the dining section before you use it;
- Select a chair or table near a window or away from crowds. If you can find an empty row of chairs, or a table in the dining area where no one is sitting beside you, that is best;
- Disinfect your seating area and implements including armrests, table tops and sides, food trays, head rests, etc.);
- Sit outside if weather and temperature permit, or stay in your car if it is safe and you are permitted to do so;
- Wait a few minutes when getting out of your car and return to your car a little bit early to avoid crowds in stairwells;
- Avoid touching door knobs, hand rails, etc. if possible and safe.

- Wash or sanitize your hands after disinfecting your seating area and implements, and before getting into your car;

In water taxis:

- Wear your face mask if you're sitting inside;
- Sit outside or near an open window, if possible;
- Remember social distancing when selecting your seat. Try to avoid close contact with others;
- Wear your FNEESC provided lifejacket/PFD;
- Wash or disinfect your hands after debarking;
- Use cashless payment methods, or exact change when paying.

FNEESC has/will provide you with re-usable face masks, and will reimburse you, as explained, for the purchase of hand sanitizer and disinfectant wipes.

APPENDIX B:

FNESC COVID EXPOSURE CONTROL CHECKLIST FOR OFF-SITE MEETINGS

- Pack disinfectant wipes, hand sanitizer and face masks in your briefcase so you have them available at all times;
- Do not attend in-person meetings if you're not feeling well or exhibiting signs of the flu or COVID 19;
- If you have to cough or sneeze, do it into your sleeve.

At the meeting:

- Ask the host if there are any Exposure Control protocols that you need to be aware of and/or follow;
- Wear your face mask when walking to/from the meeting in common-areas, or when required by the host's Exposure Control protocols;
- If possible, appropriate and culturally sensitive, avoid hand-shaking, hugging or other very close contact;
- Select a seat at the end of the table or in another location that minimizes close contact with others. Try to avoid sitting face-to-face with other participants. And, try to use the same seat for the entire meeting;
- Disinfect the area around you including, table top and edges and chair handles;
- Avoid shared items like pens, documents, microphones, slide clickers, water jugs or coffee urns, tongs, etc.;
- Minimize the use of business-centres or other sharing of equipment. For example, have your documents printed before you go to the meeting, using your own printer;
- Remember social distancing when socializing;
- Bring and use your own water container and/or coffee cup;
- Avoid crowds and line-ups (i.e. for food that is being served at the meeting);
- Throw away all of your used/unwanted items after the meeting (e.g. water bottles or plastic cups, plastic cutlery, napkins, unwanted documents, etc.);
- Be respectful, careful and considerate. Remember that you not only need to look out for yourself, but you need to also look out for those in the meeting who may have compromised immunity, or are particularly or uniquely at risk (such as elders);
- Wash or disinfect your hands after leaving the meeting.

In taxis or ride shares:

- Wear your face mask if you're sharing the ride, or have a driver;
- Disinfect your hands after entering the vehicle and securing your seatbelt;
- Disinfect door handles, window buttons, and seatbelt buckles;
- If you're sharing the ride or have a driver, have your window open (even a little bit) to get better air circulation;

- If you're in a taxi or ride share alone, sit in the back, passenger side seat, so that you're socially distanced from the driver;
- Use cashless payment methods when possible;
- Disinfect your hands after disinfecting commonly touched surfaces.

FNESC has/will provide you with re-usable face masks, and will reimburse you, as explained, for the purchase of hand sanitizer and disinfectant wipes.

APPENDIX C:

FNESC COVID EXPOSURE CONTROL CHECKLIST FOR COMMUNITY OR SCHOOL VISITS

- Pack disinfectant wipes, hand sanitizer and face masks in your briefcase so you have them available at all times;
- Do not visit communities or schools if you're not feeling well or exhibiting signs of the flu or COVID 19;
- If you have to cough or sneeze, do it into your sleeve.

Before you go:

- Confirm with your Manager that FNESC has received official permission from the community that they are ready for FNESC representatives to enter the community and/or school;
- If you are not vaccinated, confirm that the community is allowing non-vaccinated people to enter;
- Ask your community/school contact for a copy of, or a list of Exposure Control protocols that you need to be aware of and follow during your visit.

When in the community/at the school:

- Adhere to all Exposure Control protocols outlined by the community *and* the school;
- Wear your face mask if required or if in crowded indoor areas;
- Wear your face mask if working with particularly or uniquely vulnerable people (elders, immune deficient, etc.);
- Wash and/or disinfect your hands often (every 90-minutes is a good guideline);
- Remember social distancing whenever possible, including when socializing;
- If possible, appropriate and culturally sensitive, avoid hand-shaking, hugging or other very close contact;
- Avoid shared items like pens, white board pens, documents, water jugs or coffee urns, tongs, etc. When possible, avoid sharing your items (i.e. tablets or other therapy tools). If items must be shared, disinfect after each use;
- Bring and use your own water container and/or coffee cup;
- Bring and use your own paper, pens, white board pens, stapler, scissors, etc.;
- Be respectful, careful and considerate. Remember that you not only need to look out for yourself, but you need to also look out for those in the community and in the school that you are working with or coming into contact with. Be particularly considerate of those who may be immune compromised or have a particular or unique vulnerability, such as elders. You are the outsider and may have had more contacts than those you are working with in the community/school.

FNESC has/will provide you with re-usable face masks, and will reimburse you, as explained, for the purchase of hand sanitizer and disinfectant wipes.

APPENDIX D:

VACCINATION INFORMATION NOTICE/POLICY

What is the purpose of this policy?

The COVID-19 pandemic has given rise to significant health and safety risks for employees. FNEC takes seriously its obligations to ensure the health and safety of workers at the workplace. In order to discharge this responsibility, FNEC encourages all employees to share information about their vaccination or immunity status with FNEC. The purpose of this Policy is to provide employees with information about how such information will be collected, used and disclosed by FNEC in compliance with the British Columbia *Freedom of Information and Protection of Privacy Act* and other applicable laws.

What information am I being asked to share?

Consistent with the *Freedom of Information and Protection of Privacy Act*, FNEC will collect the minimum amount of personal information required to address workplace health and safety issues raised by COVID-19. Accordingly, employees will be asked to notify FNEC only:

- if they have been vaccinated against COVID-19,
- if so, whether they have received all required or recommended doses of the vaccine, and
- the dates of the immunizations.

Employees who have developed natural immunity to COVID-19 because they have contracted COVID-19 and recovered, are also invited to share this information with FNEC.

Am I required to share information about my vaccination or immunity status?

At this time, the disclosure of vaccination information to FNEC is optional. While FNEC encourages all employees to share this information because it supports our ability to protect against workplace risk and plan for business continuity, the decision is yours. Employees who choose not to share this information will not face discipline or other penalties.

However, as the course of the pandemic changes and more is learned about the efficacy of immunization, it is possible that the need to collect vaccination information will also change. For example, FNEC may notify some employees that vaccination is necessary to permit them to safely carry out their duties, and those employees may be required to provide proof of vaccination. Notice of such changes and the reasons for them will be provided as necessary.

How will my information be used?

While scientific investigation into the effects of vaccination continues, there is evidence to suggest that those who have been vaccinated are less likely to contract and transmit the disease. Those who have been vaccinated are also at a much lower risk to develop serious health complications should they nevertheless contract COVID-19.

FNESC is seeking to collect information about the vaccination or immunity status of its employees in order:

- Better understand the risk of infection in the workplace;
- Help mitigate the risk of infection for those at the greatest risk;
- Plan for business continuity;
- Support risk mitigation and contact tracing efforts in the event that an exposure occurs within the workplace.

How will my information be protected?

Vaccination or immunity status information will be used by FNESC only as described in this Policy. Disclosures can be made by providing that information to Pedro Lozano or Mike Costello, who will maintain that information on a confidential basis. This information will be maintained separately from other employment records, and will be destroyed as soon as possible if there is no business, legal or operational need to retain them.

Who will have access to my information?

Vaccination information will be shared internally at FNESC. Access to this information will be limited on a strictly need-to-know basis and only for the purposes described above. This information will be shared externally only where permitted or required under applicable laws, such as where it is requested or required by public health officials or other government agencies.

Who should I contact if I have questions or concerns?

Information collected under this policy is collected, used and disclosed under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act* and the *Workers Compensation Act*. If you have any questions or concerns about this notice or the collection of your information, please contact Mike Costello, at mikec@fnesc.ca or 604-925-6087. You may also wish to review FNESC's privacy policy on SharePoint.