



**TRIUMF Communicable Disease
Prevention Plan**

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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 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 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. Employee follows health authority instructions. OHS initiates the site COVID-19 disinfection procedure found in Document-180524. 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 five 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. If the employee reports a positive test after regular office hours, the supervisor initiates the contact tracing and should refer to Appendix 1 for instructions on how to notify any other employees who may have had contact with the positive case OHS will advise the potentially exposed employees: <ol style="list-style-type: none"> To monitor for symptoms and self-isolate for the balance of 14 days minus the number of days since last contact with the COVID positive employee To report to their supervisor immediately if any symptoms developed To return to work only after confirmation from HR and supervisor. 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. The relevant public health authority will inform the infected employee when they are eligible to return to work. 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. <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 will draft a site-wide announcement to inform of the positive result. Leadership will review and release the announcement. |

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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: | | |

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Table 2 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. | | | | | |

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Appendix 1 – Preliminary Contact Tracing Email or Phone Script

If an employee reports to their supervisor that they have tested positive for COVID-19 after regular office hours and a meeting with OHS and HR cannot be quickly scheduled, the supervisor may send the email below to those employees who have had direct contact with the symptomatic employee in the 48 hours prior to the onset of symptoms. If communicating by email is not appropriate, please use this text as a phone script.

Please note that due to the sensitive nature of communicating medical information, this email should **not** be sent as a group email. Each message should be addressed to the affected employee and their supervisor (if applicable), with OHS and HR in cc.

To: [employee, employee’s supervisor (if applicable), OHS, HR]

*** The contents of this message are confidential and must not be shared with anyone outside of those included in this email ***

Hello,

We have been notified that a TRIUMF employee has tested positive for COVID-19 with whom you may have had direct contact. Out of an abundance of caution, we ask that you do not report to work until official contact tracing and risk assessment has been completed by OHS/HR. Please connect with your supervisor to discuss remote work options if applicable. You will be contacted by OHS/HR shortly, and they will advise on next steps.

Thank you,

[Supervisor Name]