

# BCcampus Wellness Plan

## 1. Stay Home

When you're sick you need to stay home.

This includes if others in your household are sick, even if you're not exhibiting symptoms yet.



## 2. Wash Your Hands

Handwashing is one of the best ways to prevent illness. Wash your hands:

- when you arrive at work
- after you've used the washroom
- before & after eating and drinking



## 3. Cough & Sneeze Etiquette

- Cover your mouth and nose
- Turn your head away from others
- Use tissues & dispose properly
- Wash your hands



## 4. Get Vaccinated

Vaccines are highly effective at reducing serious outcomes. If you're able, we strongly encourage you get fully vaccinated.



## 5. Masks

- Wear a mask if you want to
- Respect everyone's choices



## 6. Considered Social Contact

Be mindful of sustained contacts with others to help minimize the spread of disease.



## 7. Fresh Air



When and where possible, get fresh air and avoid enclosed areas without good ventilation.

## 8. Complete the Safety Orientation training module



<https://canvas.sfu.ca/enroll/GW9MGL>

## 9. Follow All PHO Orders



## BCcampus Wellness Plan

### Heading Back to the Office

*Want to spend time in the office? Here's what to do:*

1. record your day(s) in the BCcampus Shared Vacation Calendar (e.g. Mirjam in Vic office)
2. do a quick health check – if you're unsure you and your household are 100% healthy, stay home
3. wash your hands when you come in

#### Notes:

- any building-specific health and safety requirements must be followed
- everyone is moving forward at their own pace; consider others and continue to be kind and flexible as we all adjust



As per PHO and WorkSafeBC, BCcampus is required to have a communicable disease prevention plan.

Communicable disease prevention focuses on basic risk reduction principles to reduce the risk of workplace transmission of COVID-19 and other communicable diseases. The fundamental components of communicable disease prevention include both ongoing measures and additional measures to be implemented as advised by Public Health:

- Ongoing measures:
  - Policies to support staff who have symptoms of a communicable disease (for example, fever and/or chills, recent onset of coughing, diarrhea), so they can avoid being at the workplace when sick
  - Promoting hand hygiene by providing hand hygiene facilities with appropriate supplies and reminding employees through policies and signage to [wash their hands regularly](#) and to use [appropriate hygiene practices](#)
  - Supporting employees in receiving vaccinations for vaccine-preventable conditions to the extent they are able
- Additional measures:
  - BCcampus will implement additional prevention measures as required by a medical health officer or the provincial health officer to deal with communicable diseases in the workplace or region, should those be necessary.

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### Exposure Control Measures

A combination of exposure control measures will be taken to reduce the spread of communicable disease and the risk of exposure to infectious agents. Exposure control measures include the implementation of core public health measures, engineering and administrative controls, and personal protective equipment (PPE).

#### *Standard Core Public Health Measures*

Core public health measures to prevent communicable diseases include encouraging and supporting vaccination, frequent and proper hand washing, cough and sneeze etiquette, and staying home from work when sick.

#### *Encouraging and Supporting Vaccinations*

Authorized vaccines are highly effective at reducing serious outcomes from communicable diseases. BCcampus strongly encourages everyone to get fully vaccinated as they are able and in accordance with PHO recommendations. All staff are encouraged to get the annual flu vaccine.

#### *Hand Washing*

Hand washing is one of the best ways to minimize the risk of exposure to infectious agents. Proper hand washing helps prevent the transfer of infectious agents from the hands to the eyes, mouth, nose and to common surfaces. Soap and warm running water should be used to wash hands for 20-30 seconds. If water is unavailable, hand sanitizers can be used, but only if the hands are not visibly soiled. Hands should be dried with a single-use towel and the faucet turned off without re-contaminating the hands.

Hands should be washed:

- Before leaving a work area.
- After handling materials that may be contaminated with infectious agents.
- Before and after direct contact with a sick individual.
- Before eating, drinking, smoking, handling contact lenses or applying makeup.

#### *Cough and Sneeze Etiquette*

All staff and visitors are expected to follow the cough/sneeze etiquette, which includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in the garbage.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

#### *Staying Home When Sick*

BCcampus will support staff who have symptoms consistent with a communicable disease. Staff should not enter or remain in our offices if they are experiencing symptoms of a communicable disease; or are advised to self-isolate or quarantine as part of a contact tracing process. Staff should continue to report illness as they usually do. Absences should be reported to supervisors in accordance with normal sick leave protocol.