



**Bowen Island Public Library**  
**Communicable Disease Plan**  
*Created August 23, 2021*

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## Land and Territorial Acknowledgment

Bowen Island Public Library honours the unceded territory of the Skwxwú7mesh (Squamish) Nation upon which we are located and commits to acting with respect for the health and well-being of all.

## Overview

### Purpose

The purpose of this plan is to protect Bowen Island Public Library (the Library) employees, patrons, volunteers, and partners by ensuring that fundamental measures of communicable disease prevention are in place. This plan supersedes the Bowen Island Public Library COVID-19 Safety Plan. In circumstances of elevated risk, and/or when directed by authorities, the Library will employ additional, specific measures to those identified in this plan. The Library will follow direction and controls as specified by the BCCDC, B.C. Ministry of Health, Vancouver Coastal Health Medical Health Officer(s) and by WorkSafeBC, while continuing to monitor and liaise with these authorities on changes that may impact the library.

### What is a Communicable Disease?

A Communicable Disease is an illness that is spread from one person to another through a variety of ways that include: contact with blood and bodily fluids; breathing in an airborne virus; or by being bitten by an insect. How these diseases spread depends on the specific disease or infectious agent.

Examples of communicable diseases that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.

### Public Health Directives

The Provincial Health Officer is the senior public health official for B.C. and is responsible for monitoring the health of the population across the province, providing independent advice to the ministers and public officials on public health issues.

The Library is prepared to implement or maintain additional measures at times when the risk of communicable disease in our region or workplace is elevated, as advised by Public Health. Public Health's specific guidance for a particular communicable disease will be followed.

### WorkSafeBC Directives (Workers Compensation Act/OHS Regulation Requirements)

WorkSafeBC is a provincial agency dedicated to promoting safe and healthy workplaces across BC. BIPL will meet WorkSafeBC safety standards and acknowledges that all staff have:



- The right to know about hazards in the workplace
- The right to participate in health and safety activities in the workplace
- The right to refuse unsafe work.

## Communicable Disease Prevention

### Step 1: Understanding the risk

- The Chief Librarian will monitor and review communicable disease-related information issued by Vancouver Coastal Health or the Provincial Health Officer. This includes orders, guidance, notices, and recommendations issued by a medical or provincial health officer or the Provincial Health Officer.

### Step 2: Implementing measures, practises, and policies to reduce the risk

#### **Ongoing Measures – Maintained at all times**

- The Library will provide hand-hygiene facilities with appropriate supplies. Signage will be used to remind everyone in the building to wash their hands regularly and to cover coughs and sneezes.
- The Library will support additional measures such as avoiding unnecessary physical contact, sharing food in a sanitary way, encouraging physical distancing, and supporting employees in wearing a mask if they choose to do so.
- The Library will maintain a clean environment through regular cleaning processes that are appropriate for the facility.
- The Library will ensure adequate ventilation in the library building and Cove Commons annex.
  - Cove Commons HVAC system is maintained and checked twice a year with filters changed as needed.
  - The Library has air purification units for the workroom and public spaces.
  - The Library will consider limiting occupancy of the library during periods of communicable disease outbreaks.
- The Library will support employees in receiving vaccinations for COVID-19 and other vaccine-preventable conditions.

#### **Additional Measures – To be implemented as advised by Public Health**

- The Library will follow all orders, guidance, recommendations, and notices issued by the regional and Provincial Health Officer that are relevant to libraries.
- Depending on the guidance of Public Health, staff will assess the library to identify areas, activities, and processes that may pose a risk of transmission. Staff will implement appropriate control measures to reduce the risk as guided by Public Health.



### Step 3: Communicating measures, practises, and policies

- Staff will ensure that everyone entering the building receives information about the library's measures, practises, and policies for managing communicable disease.
- The Library will ensure all employees understand the measures currently in place.
- The Library will provide all employees with time to understand the Personnel Policy, particularly the section regarding Sick Leave.
- Staff will post signage in the library to support the measures we have in place.
- The Chief Librarian will ensure that the supervisory staff on shift are knowledgeable about the measures, practises, and policies and incorporate them into their supervision duties in the library.
- The Library will provide information, signage, and materials to employees in the language they understand.
- The Library is mindful that some aspects of managing communicable disease in the workplace may raise privacy and confidentiality issues and will seek advice on those issues as necessary.

### Step 4: Monitoring the library and updating the plan as necessary

- The Library will involve all staff in identifying and resolving workplace health and safety issues.
- The Library will use ongoing supervision in the workplace to ensure measures are functioning properly, followed, and maintained.
- The Chief Librarian will monitor the guidance, notices, orders, and recommendations from Public Health and will adjust the plan as necessary.
- The Chief Librarian will also monitor the risk level of the library, and change measures, practises, and policies as necessary.
- The Chief Librarian will update the plan to reflect changes in the workplace including work processes, staff, and premises.
- The Chief Librarian will make sure employees know how to raise health and safety concerns and are supported in doing so.

## Employee Illness

All employees are advised to monitor their own health daily and stay home if they are feeling unwell. Bowen Island Public Library advises all employees to follow public health recommendations and be familiar with the BIPL Personnel Policy.

Staff members who have symptoms upon arrival to work or become ill during the day should promptly separate themselves from others, inform the Chief Librarian, and go home.



An important way to reduce the spread of communicable diseases is to keep sick people away from those who are not sick. The Chief Librarian will communicate the sick leave policies and practices to employees at the time of hiring, every year before flu season, and any time when there is an increased risk of a communicable disease.

## Employee Vaccinations

Bowen Island Public Library recognizes the public health benefits of vaccination programs to reduce illness, disability, and death from communicable diseases. Programs may be created to encourage employee participation in public health vaccination programs.

The Library will support Public Health messaging for vaccinations against communicable diseases and may collaborate with Public Health to offer vaccination clinics in public facilities.

Bowen Island Public Library recognizes every employee's right to determine their own health choices and will not discriminate against employees who choose not to vaccinate, nor require employees to be vaccinated unless it is mandated by Public Health. All employees and patrons are reminded that medical procedures, including vaccinations, are a matter of medical privacy.

## Review

This document will be reviewed when there are changes to Public Health and BCCDC guidance documents and instructions for the prevention of communicable diseases.

## References:

BC Centre for Disease Control: <http://covid-19.bccdc.ca/>

Provincial Health Officer: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer>

Public Health Agency of Canada: <https://www.canada.ca/en/public-health.html>

Public Health Statement recommending Communicable Disease Plans:

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-letter-communicable-disease-plans.pdf>

Vancouver Coastal Health: <http://www.vch.ca/covid-19>

WorkSafe BC: <https://www.worksafebc.com/en>