

|CDM

# **CENTRE FOR DIGITAL MEDIA COMMUNICABLE DISEASE PLAN**

**Great Northern Way Campus Ltd. Academic Division**  
*Updated September 14, 2021*

## Record of Changes

The Communicable Disease Safety plan may be revised as risk levels change

Date	Revised by	Revision
August 25, 2021	Kristen Pilling	First Draft
Sept 13, 2021	Kristen Pilling	General content edits, covid assessment, proof of vaccination.
Sept 13, 2021	Chris Hindle	CDM to be used instead of GNW Trust
Sept 14, 2021	Kristen	Logo edits and formatting

Table of Contents

**1 Statement of Purpose ..... 3**

**2 Roles and Responsibilities ..... 3-4**

**3 Routes of Transmission..... 4**

**4 Activities that may Result in Exposure..... 4-5**

**5 Monitoring Risk ..... 5**

**6 Exposure Control Measures ..... 5-9**

**7 Additional Measures – As Recommended by Public Health..... 9**

**8 Education and Training..... 9**

**9 Reporting..... 9**

**10 Mental Health Resources..... 10**

**11 Support Services and Resources..... 10**

## 1 Statement of Purpose

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted from one person to another. Examples of communicable diseases that may circulate in a workplace include but are not limited to COVID-19, norovirus, and seasonal influenza.

This Plan outlines the communicable disease prevention practices that are implemented at the Centre for Digital Media (CDM) to prevent and respond to a communicable disease outbreak. An outbreak is defined as the occurrence of disease cases in excess of what would normally be expected for a community, geographical area or season. Outbreaks are declared by local public health authorities.

The Plan outlines roles and responsibilities, routes of transmission, and the control measures to be taken to reduce this risk. A strategy for education, training and monitoring is also provided. The Plan should be used to inform departments and service units of communicable disease prevention practices so that they can implement the appropriate measures in their areas to ensure the health and well-being of students, faculty, staff and visitors.

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

- Supporting employees and students who may be sick with a communicable disease (for example when exhibiting symptoms such as fever and/or chills, recent onset of coughing, diarrhea), so they can stay home.
- Promoting hand hygiene by providing hand hygiene facilities with appropriate supplies and reminding employees through signage to wash their hands regularly and to use appropriate hand hygiene practices.
- Maintaining a clean environment through routine cleaning processes.
- Ensuring building ventilation is properly maintained and functioning as designed.
- Encouraging and supporting employees in receiving vaccinations for vaccine-preventable conditions to the extent that they are able.

## 2 Roles and Responsibilities

### Deans and Unit Heads

Deans and Unit Heads are responsible for:

- Ensuring the Plan is implemented in all departments/facilities under their authority.
- Addressing non-compliance with the Plan within their areas of responsibility, if necessary.

### SFU Safety & Risk Services

Safety & Risk Services is responsible for:

- Monitoring and updating the Communicable Disease Plan as per regional and provincial orders, guidance, notices, and recommendations.
- Providing information and advice to individuals and departments on the implementation of the Plan.
- As necessary, follow up with departments/service units in the event of reported non-compliance.
- Providing fit tests for all employees who are assigned N95 respirators

- Develop safety training and maintain records for the SFU community.

## **Supervisors**

Supervisors are responsible for:

- Advising staff and faculty of the Plan and the precautions they need to take to protect against exposure to infectious agents.
- Ensuring their staff and faculty have successfully completed training that is required.
- Monitoring the workplace to ensure their staff, faculty and students follow the procedures set-out in the Plan.

## **Students, Faculty and Staff**

All students, faculty and staff have the following responsibilities:

- Understand the Plan and follow the procedures outlined in the Plan to protect against exposure to infectious agents.
- Participate in education and training sessions.
- Use any required personal protective equipment (PPE) as instructed.
- Report health and safety concerns to their supervisors/instructors.
- Stay home when sick.
- Wear masks when recommended by public health.

## **3 Routes of Transmission**

The primary routes of exposure to infectious agents are through touch, droplet and airborne transmission.

### **Contact Transmission**

Direct contact involves skin-to-skin or other direct form of physical contact with infected persons. Indirect contact involves passive transfer of microorganisms via an intermediate object such as contaminated instruments, door handles, etc.

### **Droplet Transmission**

Large droplets can be generated by infected persons during coughing, sneezing, or during certain medical procedures. These droplets can travel short distances (approx. 2 meters or less) through the air and can infect other persons by coming into contact with their eyes, nose or mouth.

### **Airborne Transmission**

Small airborne particles can be generated by infected persons during coughing, sneezing, or during certain medical procedures. These smaller particles can remain suspended in the air for long periods of time and are widely dispersed by air currents.

## **4 Activities that may Result in Exposure**

Common day-to-day activities, such as shaking hands, touching common surfaces (e.g., door knobs) and sharing workstations, computer keyboards, phones, staplers, food items and utensils can result in exposure to infectious agents. Direct contact with infected individuals will also increase the risk of infection.

Specific work activities that may result in exposure will vary between departments and service units but higher risk activities include the administration of first aid and other medical services to sick individuals; cleaning up sewage leaks, vomit or blood, and handling of waste that is contaminated with infectious agents.

## **5 Monitoring Risk**

The local and or regional level of risk for certain infectious agents may increase from time to time or on a seasonal basis. The CDM will work with the Chief Safety Officer and Director of Health and Counseling Services (HCS), who will monitor the progression of all communicable disease outbreaks that have the potential to impact students, faculty, staff and visitors of the CDM. The Director of HCS will communicate with the provincial Health Authorities, the Public Health Agency of Canada and the provincial Ministry of Health on a regular basis to monitor the spread and impact of the outbreak.

## **6 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/school when sick.

#### ***Encouraging and Supporting Vaccinations***

Authorized vaccines are highly effective at reducing serious outcomes from communicable diseases. The CDM and SFU strongly encourages everyone to get fully vaccinated as they are able.

WorkSafeBC requires that vaccination against Hepatitis B and other biological agents listed in the Communicable Disease Control Immunization Program Manual issued by the BC Centre for Disease Control, must be offered to all employees who are at risk of occupational exposure to that infectious agent. The cost of the vaccine will be covered for employees by the University.

Vaccines are not currently available for Hepatitis C, HIV, noroviruses or pandemic influenza. All members of the University community are encouraged to get the annual flu vaccine.

#### ***Proof of Vaccination***

By order of the Provincial Health Officer (PHO), proof of vaccination is required to access some events, services and businesses as of September 13, 2021. You must have at least one dose of a COVID-19 vaccine. By October 24, you must be fully vaccinated. The requirement is in place until January 31, 2022 and could be extended. For more information, visit

<https://www2.gov.bc.ca/vaccinecard.html#required>

## ***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. Refer to the WorksafeBC handwashing guide in appendix A.

Soap and warm running water should be used and hands should be washed 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.
- After removing gloves and other PPE.
- Before eating, drinking, smoking, handling contact lenses or applying makeup.

Signage is posted in washrooms on campus to remind community members of proper handwashing technique.

## ***Cough and Sneeze Etiquette***

All students, faculty, staff and visitors at the CDM 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***

The CDM will support students, faculty and staff who have symptoms consistent with a communicable disease. Students, faculty and staff should not remain, or be permitted to remain, on campus if they are experiencing symptoms of a communicable disease; or are advised to self-isolate or quarantine as part of contact tracing process.

Faculty and staff should continue to report illness as they usually do. Absences should be reported to supervisors in accordance with normal sick leave protocol. Students should report illness to their instructors and request a modification or accommodation if needed.

The CDM will follow established accommodation mechanisms to ensure that students who cannot physically be on campus (e.g., they are ill, adhering to quarantine rules, self-isolating, attending a vaccine appointment, etc.) are not disadvantaged in their educational pursuits.

## ***Complete The COVID-19 Self-Assessment***

Before arriving to campus, employees, faculty and students must complete a daily self-assessment by completing this self-assessment tool provided by The BC Ministry of Health.

<https://bc.thrive.health/covid19/en>

## Engineering Controls

Engineering controls separate or isolate an individual from a hazard and include plexiglass barriers and building ventilation.

### *Barriers*

Physical barriers separate people and help to prevent the spread of respiratory droplets. In the event of an outbreak, Public Health may suggest that physical barriers be used as a hazard control when there is a frequent contact with others (e.g., co-workers, customers). Examples of when physical barriers may be used in the workplace include retail point of sale, dining checkout, reception desks, and office areas to separate workstations.

### *HVAC Systems*

Both the 577 and 685 CDM buildings are supplied with a mixture of outside air through mechanical means to adjust the mixture-% through damper controls that direct air-flow for the education rooms/areas.

The system's filters are replaced quarterly, and they are pleated type filters which are fabricated to catch higher levels of particulates. Additionally, Roof top units and Heat recovery Vessels are designed by code to supply a minimum amount of 20% fresh air.

The existing HVAC units include economizers which try to utilize the best optimal temperatures outside to meet the demand of the thermostats inside.

The air flow into the occupied spaces can be increased from 20% but this is not typically recommended as the loss of efficiency and the outdoor temperature drop would be too great for the heat system to overcome.

Other offices and teaching areas within the 577-building benefit from opening windows.

The systems are maintained to provide ventilation and thermal comfort as designed, through the following activities:

- HVAC systems are set to maintain appropriate air flow and temperatures, as designed.
- Air filters are equipped in most buildings with mechanical heating, cooling and ventilation systems.
- Exhaust fans in restrooms are operating continuously in most cases through roof-top exhaust fans.
- Where possible GNW Trust has reduced recirculated air and increased ventilation as recommended.

HVAC concerns should be reported to **Kristen Pilling** by emailing [kristen\\_pilling@thecdm.ca](mailto:kristen_pilling@thecdm.ca)

## Administrative Controls

Administrative controls include the implementation of work procedures to reduce the risk of infectious agent exposure, such as routine cleaning practices. During times of elevated risk, additional controls may be introduced, such as physical distancing and additional cleaning of high touch surfaces.

### *Physical Distancing and Limiting Close Interactions*

In the event of a communicable disease outbreak, Public Health may direct physical distancing implementations to reduce the risk of exposure to infectious agents. If GNW Trust and The CDM receives such direction from SFU and Public Health, arrangements should be made for employees to work at home and large gatherings should be avoided wherever possible.

Physical distancing involves keeping a distance of at least 2 meters from another individual whether or not they are exhibiting any symptoms.



## ***Cleaning and Disinfecting***

The CDM will maintain a clean environment through routine cleaning processes. During flu season and in the event of a communicable disease outbreak, a high touch point cleaning/disinfection protocol will be implemented which involves the cleaning/disinfection of high touch point surfaces in common areas, including elevator panels and buttons, washroom partitions, taps, flush handles, door handles and push bars, garbage lids, and blue phones. The janitorial staff will also ensure that all washrooms are equipped with soap and paper towels and hand sanitizer dispensers are replenished.

Spaces including counter services, waiting rooms, shared equipment (keyboards, coffee machines, etc.), offices, work stations, research areas, and labs, and retail and dining areas, are not included in the high touch point initiative. It is the responsibility of department personnel to clean and disinfect high touch surfaces in their spaces and to maintain a supply of disinfecting products. Consistent with guidance provided by the BC CDC, general cleaning and disinfection of common surfaces that people touch (e.g., countertops) should occur regularly.

Requests for cleaning, and refilling of hand soap or sanitizer stations should be directed to Kim Schuss [kimschuss@dorsetrealty.com](mailto:kimschuss@dorsetrealty.com) or Kristen Pilling [Kristen\\_pilling@thecdm.ca](mailto:Kristen_pilling@thecdm.ca).

## **Personal Protective Equipment**

Personal protective equipment (PPE) is equipment worn by workers to minimize exposure to specific hazards. Examples of PPE include respirators, gloves, and eye and face protection. PPE is generally considered the last line of defense against hazards in the workplace. PPE does not reduce the hazard itself nor does it guarantee permanent or total protection.

Other than the PPE normally worn by employees (e.g., gloves and safety glasses worn in labs), additional equipment is not recommended to protect against communicable diseases in most situations.

### ***N95 Respirators***

N95 respirators are recommended for first aid and health care providers who may be required to provide care to ill individuals. N95 respirators protect against exposure to airborne particulates and small droplets. To ensure that a proper seal is formed between the respirator and the worker's face, a fit test must be conducted. The GNW Trust and The CDM will work with SFU if fit tests are needed for employees and/or faculty.

### ***Non-Medical Masks***

The use of non-medical masks can help in containing your own droplets and protecting others. In some circumstances, depending on local transmission rates, non-medical masks may be recommended by public health as a prevention strategy.

Staff and faculty are reminded that reusable non-medical masks must be washed before they are reused and should be replaced when wet, soiled or damaged. [Additional information on non-medical masks is provided by the BC CDC.](#)

### ***Gloves***

Gloves are generally not recommended for The CDM and SFU employees, faculty and students to protect against infectious agents. Other measures, such as good hand hygiene practices, are more effective in preventing the risk of infectious agent transmission. Gloves should continue to be worn by health care

and first aid providers and by researchers handling hazardous materials in the lab. Gloves are also recommended when cleaning and disinfecting frequently touched objects or surfaces.

When required, gloves should be used in accordance with the manufacturer's instructions and good hygiene practices. This includes:

- Choosing the proper gloves for the chemicals or other materials you are handling.
- Proper donning and doffing gloves to minimize contamination. If you are wearing a mask, put your gloves on last, and take them off first when you are finished. Wash your hands before and after wearing gloves.
- Changing gloves after there is a tear, damage, or puncture.
- Not using hand sanitizer on gloves.
- Gloves should not be worn through the hallways in lab areas to prevent the risk of contaminating surfaces with hazardous materials.

## **7 Additional Measures – As Recommended by Public Health**

If necessary, The CDM will implement additional prevention measures as required by a medical health officer or the provincial health officer to deal with communicable diseases in our region or on our campus.

## **8 Education and Training**

All new employees and faculty are required to complete the [SFU Safety Orientation module](#) on Canvas. It is also recommended that prior to the start of the Fall 2021 semester, all employees re-take the module, which includes new information on communicable disease prevention measures. Supervisors should confirm completion of the training with their employees.

Posters outlining the standard precautions that can be taken to protect against infectious agents will be posted across campus. In addition, regular updates will be provided by SFU, on the SFU webpage, SFU social media, and via email and newsletters.

Employees and Faculty who are required to wear a N95 respirators will be fit tested and trained on their proper use, storage and disposal. Please visit this [webpage](#) for more education and training resources. A record of all training, education and fit testing provided to faculty, staff and students will be maintained in the SRS office at SFU.

## **9 Reporting**

Staff and faculty should first report safety concerns and hazards to The Program Director and Director of Operations (MDM Program). If not addressed, concerns can be escalated to the local safety committees and/or Safety & Risk Services at SFU. All health & safety incidents, including accidents and near-misses, must first be reported to SRS through the [online web form](#).

For urgent security matters or urgent first aid, please call Campus Public Safety's emergency line at 778.782.4500. Callers will be required to answer health screening questions prior to medical response. Non-urgent matters should be directed to the above.

## **10 Mental Health Resources**

Student, faculty and staff may be experiencing anxiety, depression or other mental health challenges arising from the COVID-19 pandemic or other potential communicable disease outbreaks on campus. The

following internal and external resources are available to support the mental health and wellbeing of SFU students, faculty and staff:

- **Students**- [MY SSP](#) offers mental-health counselling available 24/7. More information on MY SSP and other SFU mental health supports can be found [here](#).
- **Indigenous Students** -[KUU-US crisis response service](#), a culturally-aware crisis support is available 24/7.
- **Faculty and staff** - [SFU's Employee Family Assistance Program \(EFAP\)](#): Homewood Health 1-800-663-1142. Visit SFU's Human Resources website for a variety of resources and supports [related to well-being, stress and resilience](#).
- **Persons in Distress on Campus** – Paladin Security provides 24/7 campus security for students, staff, faculty or visitors and can be reached at (604)655-8497. If emergency services are required or if an individual exhibits behavior that poses an immediate threat to themselves or others, call 9-1-1.
- **Supporting Students in Distress** – Response Guide for Staff and Faculty can be found [here](#).

## 11 Support Services and Resources

For students, faculty and staff who experience grief, trauma and/or stress resulting from racism and violence, support is available:

- Equity, Diversity and Inclusion help and support for students, staff, and faculty: <https://www.sfu.ca/edi/support.html>
- Health & Counselling, Mental Health Support: <https://www.sfu.ca/students/health/resources/mental-health-sfu/support-options.html>
- Workplace Accommodation Procedures: <http://www.sfu.ca/human-resources/rtw-dm/workplace-accommodation-procedures>
- Bullying and Harassment Training, Toolkits, and Online Reporting: <https://www.sfu.ca/srs/work-research-safety/general-safety/bullying-and-harassment.html>