



MICHIPICOTEN FIRST NATION POLICY

Policy Type: EMPLOYMENT
Policy Name: Communicable Disease Prevention Policy
Updated: July 14, 2022
Approved by: Motion 011-14-07-2022

1. INTENT

Michipicoten First Nation has instituted this policy in replacement of its ***Employment Pandemic Policy COVID-19*** (Last updated: April 2022) to create permanent guidelines for communicable disease prevention. As of June 23, 2022, the province of Ontario has lifted all COVID-19 Emergency Orders. Michipicoten First Nation strives to ensure that clients served or supported, and employees have the right to a safe and healthy working environment. This policy must be used in conjunction with all other applicable health and safety legislation and government guidelines.

2. GUIDELINES

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

All employees will be provided with general education on infection prevention and control practices. This education will include:

- The risks associated with infectious diseases,
- The importance of appropriate immunizations,
- Hand hygiene, and
- Appropriate cleaning and disinfection of items.

Employees will also be notified of any pertinent health notices and their responsibilities in the face of public health notices or bulletins. Employees must always follow all occupational health and safety policies and wear any necessary personal protective equipment (PPE).

3. Employees Who May Be Contagious

Employees who may have contracted a communicable disease and are in the early stages of infection should not report to work as they may infect others. Employees must exercise their judgement upon the onset of symptoms and call or email the Office Coordinator at 705-856-1993 x210 or reception@michipicoten.com and their Manager/Supervisor before or shortly after the start of the workday – 8am – to inform

Michipicoten of their absence. When able to do so and if their position allows, Managers/Supervisors may approve an ill employee to undertake all, or some, of their work from home during periods of self-isolation. A separate “Working from Home” policy must be followed by any employee who receives approval to work from home or another approved location.

The Office Coordinator will keep record of staff absences in the staff absences calendar. The Office Coordinator and Managers/Supervisors are responsible for identifying and reporting any alarming trends or repeated outbreaks of reported infection to the Manager, Health & Social Services. The Manager, Health & Social Services and the Director of Operations will determine whether additional infection control procedures should be put into place when necessary.

Employees should only return to the workplace when they are no longer symptomatic or after 5 days of the onset of symptoms, so long as symptoms have improved.

4. Transmission of Microorganisms

Employees and clients of Michipicoten First Nation may be exposed to pathogenic microorganisms, bacteria, and other microbes that can cause infection and disease.

Transmission of microorganisms can be caused by contact transmission from hands (direct) or objects (indirect), droplet transmission from coughing or sneezing, or airborne transmission from the inhalation of organisms surviving in air for long periods of time.

Other routes of entry for infection include:

- Injection,
- Inhalation,
- Ingestion, and
- Contact with the skin, eyes, or nose.

While it may not be possible for Michipicoten First Nation to completely eliminate all routes of entry for infections, employees share a responsibility to follow safe work procedures and practices to mitigate the risk of infection.

5. Routine Practices

Following routine practices helps protect both the employees and clients of Michipicoten First Nation from pathogens. Consistent practices must be used at all times with all persons, as someone could be infected but be asymptomatic.

a. Hand Hygiene

Hand hygiene is one of the most important measures in preventing the transmission of communicable diseases. Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Michipicoten First Nation's hand hygiene program incorporates the following elements:

- Providing employees with the ability to wash their hands with soap and water or alcohol-based hand sanitizer when working with a client,
- Providing education to employees about how and when to wash their hands, and
- Ensures that client hand hygiene is also supported.

b. Personal Protective Equipment (PPE)

PPE creates a physical barrier that protects an employee's own tissue from exposure to infectious materials and from transmission resulting from contact. The type of PPE used is dependent on the nature of the interactions within the workplace or task being undertaken. Employees of Michipicoten First Nation are to wear appropriate PPE when interacting with others in the workplace. Common PPE includes gloves and face protection.

i. Gloves

- Gloves may break, so proper hand hygiene must be performed before putting on gloves.
- Gloves should be put on immediately before performing the activity for which they are being used.
- Gloves must be removed and discarded immediately after use; hand hygiene must then also be performed.
- Non-latex gloves must be used if a latex allergy is detected in an employee.
- Employees who have any open wounds on their hands must wear a bandage over the wound and then gloves over the bandage.

ii. Face Protection

- A mask should be used when Health Canada recommends it for airborne infectious diseases.
- A mask should be put on immediately before the activity for which it is indicated, and hand hygiene is to be performed after removing the mask.
- Ontario Health guidelines recommend wearing a mask if you are at high risk for severe illness, recovering from COVID-19 or symptomatic, and if you have been exposed through close contact. Provincial mask requirements have been lifted in public settings and is now voluntary.

c. Administrative and Environmental Controls

Administrative and environmental controls include respiratory hygiene and environmental cleaning and sanitizing.

i. Respiratory Hygiene

Michipicoten First Nation expects that all employees to practice the following respiratory etiquette and personal practices that help prevent the spread of communicable diseases:

- Cover mouth and nose when coughing or sneezing (either against a sleeve or shoulder or with a tissue).
- Turn the head away from others when coughing or sneezing.
- Use the nearest waste receptacle to dispose of the tissue after use.
- Perform hand hygiene after having contact with respiratory secretions and contaminated objects or materials; and
- For those with symptoms, stay two metres away from others and wear a mask.

ii. Environmental Cleaning and Sanitizing

Maintaining a clean and healthy environment, in particular high touch surfaces, is integral to the safety of employees and clients. Environmental cleaning and disinfection is performed routinely by the Custodian in all common areas to provide a safe and sanitary environment. Michipicoten First Nation will follow and distribute a cleaning schedule specific to the workplace to ensure maintenance of a clean and healthy environment.

Employees are responsible for routine cleaning all high touch surfaces, such as countertops, chairs, handles, light switches, keypads, touchscreens, of their workstations. An employee with a dedicated workstation must clean and disinfect their workstation at least once per week. Employees with shared workstations must clean and disinfect workstations before and after every use. Employee will be provided with cleaning instructions and supplies will be made available at every workstation in order to adequately complete the task.

6. Acknowledgement and Agreement

I acknowledge that I have read and understand the Communicable Disease Prevention Policy of Michipicoten First Nation. I agree to adhere to this policy and will ensure that others under my direction also adhere to the terms of this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____