

Pandemic and Communicable Disease Response Policy

1. Introduction

The Safety Codes Council (Council) strives to provide a safe and healthy workplace for all **employees** and **visitors**. In the event that there is a pandemic or other serious public health issue, the Council will take appropriate action to protect **employees** and **visitors** through management of the work environment and establishing workplace and work activity protocols.

2. Purpose

The purpose of this policy is to identify the approach to be taken in the event that a serious public health threat is declared by provincial authorities or determined to exist by the Council.

3. Definitions

employee: means a person engaged by the Council to perform a service in accordance with an employment agreement.

visitor: means a person not employed by the Council and attending the Council office.

4. Policy

- 4.1. The Council will comply with all provincial orders issued to prevent transmission of a communicable disease.
- 4.2. Council management will inform **employees** and **employees** will inform management where there is evidence of a communicable disease at the Council office that could seriously endanger the health of **employees** and **visitors**.
- 4.3. Where a suspected outbreak of a communicable disease has taken place at the Council, and a provincial order has not been issued, the Council will communicate required actions to be taken by **employees**. These actions will be determined, where possible, after consultation with public health officials based on the severity of the situation.
- 4.4. Where public health orders or a decision of the Council prohibits or limits normal attendance at the Council office in order to prevent spread of the illness, the Council will support a variety of operational options that include, but are not limited to, flexible work arrangements, and work from home protocols.

4.5. The Council will communicate information to **employees** regarding flexible work arrangements and options, illness awareness and actions if an **employee** has a communicable illness or communicable illness symptoms, illness notification requirements, travel restrictions, building related disease prevention measures, and office specific disease prevention measures for **employees** and **visitors**.

5. Authority

This policy is established under the authority of Corporate Governance Policy 1.4 which delegates authority to the President and Chief Executive Officer to establish policies and procedures for the management and operation of the Council regarding appeals, corporate operations, and operating programs.

6. Scope

This policy applies to all **employees**.

7. Related Policies and Procedures

n/a

8. Version History

Date	Notes
July / 01 / 2020	New policy

VERSION 1

Effective Date: July / 01 / 2020

Approved Date: June / 25 / 2020