

Communicable Disease Prevention Plan

Communicable diseases are illnesses caused by an infectious agent or its toxins that occur through the direct or indirect transmission of an infectious agent or its products from an infected individual or another vector. For the purpose of this plan, the communicable diseases of concern are those that circulate in the community from time to time and as a result may be introduced into a workplace, such as COVID-19, norovirus, and influenza. When warranted, the Provincial Health Officer or a medical health officer ("Public Health") may indicate communicable diseases of concern to B.C. workplaces

If a Team Member is feeling sick with respiratory symptoms

- Team Members that start to feel sick with respiratory illness symptoms, such as fever, trouble breathing, dry cough, fatigue, sore throat and aches and pains are to remain at home or return home and contact Health Link BC at 8-1-1 or their health care professional for guidance.
- If a Team Member at work is showing even mild symptoms of the previously listed symptoms for respiratory symptoms the Team Member will be sent home immediately, removed from the schedule and instructed to contact 8-1-1 or a health care professional for further guidance.

If a Team Member tests positive for COVID-19

- The Team Member will not be permitted to return to the workplace until they are free of the COVID-19 virus.
- Any Team Members who work closely with the infected Team Member will also be removed from the workplace for at least 14 days to ensure the infection does not spread further into the workplace.
- The workspace will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.

If a Team Member has been tested and is waiting for results of a COVID-19 test

- As with the confirmed case, the employee will be removed from the workplace.
- The Public Health Agency of Canada advises that any person who has even mild symptoms to stay home and call the public health authority of BC.
- Other Team Members who may have been exposed will be informed and removed from the workplace for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities.
- The workspace will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.

Team Member Support

If you are directed to stay home or are sick with COVID-19, Human Resources and your General Manager will be in touch with you immediately to provide you with guidance and support to assist you throughout your leave process.

Quarantine Or Self-Isolate if:

- Any Team Member with any symptoms of respiratory illness, should not enter any part of the facility, quarantine and self-isolate.
- Any Team Members from a household with someone showing symptoms of respiratory illness should not enter any part of the facility, quarantine and self-isolate.

Team Member Responsibilities

Team Members without symptoms of respiratory illness are currently free to work if they adhere to the following protocols:

- i. **PRIORITY 1 - Wash your hands with soap and water for at least 20 seconds before and frequently during your shift**
- ii. Inform your manager **immediately** if, during your shift, you feel any symptoms of respiratory illness such as fever, trouble breathing, dry cough, fatigue, sore throat and aches and pains
- iii. Avoid touching your eyes, nose, or mouth with unwashed hands or when wearing gloves
- iv. Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and wash your hands, or sneeze/cough into your elbow
- v. If soap and water are not available, use an alcohol-based hand sanitizer.
- vi. Clean and disinfect frequently touched objects and workstation surfaces as per directions below.
- vii. Stay informed. Information is changing frequently.
- viii. Operations teams will be provided with disposable gloves
- ix. If any media (radio, television stations, newspapers etc.) approaches a team member or manager regarding respiratory symptoms, be polite but do not comment. The news media will try to engage with you — they often try to be either hostile or forceful to get information, but do not get angry or careless. Refer them to?
Using the recommended sentence: ***“I want to make sure you have accurate, up-to-date information — so please contact our general manager? at telephone#? Or email?”***
- x. Guest Interactions - If a guest in the facility has a question or feedback related to the respiratory illness outbreak, please have them email the General Manager. Listen to them and give them the GM’s email address. Do not go into specifics or make comments related to their feedback.

Hand Washing Guide

Wash your hands often with soap and water for at least 20 seconds. Using soap and water is the single most effective way of reducing the spread of infection because soap actively destroys the surface of the virus. If soap and water are not available, alcohol-based hand rubs can be used to clean your hands as long as they are not visibly soiled. If they are visibly soiled, use a wipe and then alcohol-based hand rubs to effectively clean them. Note that Health Canada has recently recalled some hand sanitizer products; check your products against the recall list. Do not touch your face, eyes, nose or mouth with unwashed hands. Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough instead of your hands. Do not share food, drinks, utensils, etc.

Respiratory illness is transmitted by liquid droplets when a person coughs, sneezes or spits. Touching surfaces contaminated with droplets containing COVID-19 and then touching your face particularly your eyes, nose or mouth can make you sick. That is why we recommend washing your hands often, especially when you are likely to get or spread germs:

- The workspace will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.
- Before touching your eyes, nose, mouth, or face.
- After you have been in a public space or touched a surface frequently touched by other people like doors, payment machines, gas pumps, etc.

- After using the toilet or helping a child use the toilet
- After blowing your nose, coughing, or sneezing
- Before and after preparing food
- Before eating food
- Before inserting or removing contact lenses
- Before and after caring for someone at home who is sick
- After touching waste or garbage
- After handling shared objects

How To Wash your Hands:

1. **Wet** your hands with running water (warm or cold water)
2. **Apply** soap
3. **Lather and scrub** your hands with soap, covering all surfaces including the palm and backs of your hands, between your fingers, and under your nails for at least 20 seconds.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands

If you are using alcohol-based hand rub, ensure your hands are not visibly soiled, apply about a loonie-sized amount of sanitizer and rub all surfaces of your hands until completely dry, about 20 seconds.

Cleaning, Disinfecting and Sanitizing Guidelines:

- **Cleaning:** refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Sanitizing:** Food grade sanitizers are used after cleaning to reduce the level of bacteria to a safe level when following the manufacturer's instruction for concentration and contact time. Sanitizers are used on food contact surfaces. When sanitizers are used at the no-rinse concentration level it does not need to be rinsed off with clean potable water. Disinfectants are different from sanitizers in that they have a greater ability to destroy bacteria, viruses and molds. Disinfectants are used at a higher concentration and require a longer contact time than sanitizers. If a food grade disinfectant is used on a food contact surface, it may need to be rinsed off with potable water.
- **Disinfecting:** refers to using chemicals, for example, EPA-registered disinfectants, to kill bacteria and viruses on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Hard (Non-porous) Surfaces

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered disinfectants should be effective.

- Use products that are EPA-approved for use against the virus that causes COVID-19 is available. Follow manufacturer's instructions for all cleaning and disinfection products for (concentration, application method and contact time).
- Additionally, diluted bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a appropriate contact time for for disinfecting, 1 minute for sanitizing, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix bleach with ammonia or any other cleanser. Unexpired bleach will be effective against coronaviruses when properly diluted.

Electronics and POS equipment:

- For electronics such as POS equipment, tablets, touch screens, remote controls, and keyboards, and telephones remove visible contamination if present.
 - Follow the manufacturer's instructions for all cleaning and disinfection products.
 - Consider use of wipeable covers for electronics.
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Suggested Cleaning And Disinfecting Areas:

- Clubhouse / restaurant / public areas
 - Doorknobs / door push bar / door handles
 - Counter tops / service tops / bar tops
 - POS terminals / merchant terminals / handheld devices
 - Handrails / light switches / thermostat controls
 - Sound system and TV channel remote controls
 - Chairs / guest seating areas / tabletops
- Bathrooms / kitchens
 - Doorknobs / door push bar / door handles
 - Counter tops / sinks / basins
 - Toilets / paper dispensers / handwash areas
 - Prep areas / kitchen line / service pass
- Staff room / offices
 - Doorknobs / door push bar / door handles
 - Counter tops / workstations / desktops
 - Time clocks / staff kitchen area
 - Chairs / staff seating / staff break area

Hand Protection

Frequent and proper handwashing is encouraged as the best way of preventing all viral respiratory infections and other foodborne illnesses. If a food premises chooses to use gloves, employees should wash their hands thoroughly before putting on the gloves. Change the gloves before you handle money, credit card machines, cleaners, and after other contamination. Wearing gloves does not exclude food handlers from washing their hands.

Medical and food service gloves are usually made from polymers such as latex, vinyl and nitrile, although you may find disposable gloves made of other materials, such as neoprene. The following nitrile gloves will be the recommended choice for all GolfBC facilities

GLOVE TYPE	DEFINITION	ADVANTAGE	PROTECTION LEVEL	USAGE
Nitrile protective gloves	Made of synthetic material offers robust protection.	Stretchy, durable	Chemicals, viruses	<ul style="list-style-type: none"> ▪ Kitchen ▪ Food service ▪ Cleaning ▪ Golf Operations ▪ Grounds Maintenance

Product guide for disinfectants

Maintaining a food safety program according to the Food Safety Act and Food Premises Regulation is vital to maintaining a hygienic and safe food business. COVID-19 is susceptible to sanitizers and disinfectants.

- Increase cleaning and disinfection frequency of high-touch surfaces and high traffic areas to reduce the risk of spreading COVID-19.
- Increase cleaning and sanitizing frequency of food contact surfaces.

PRODUCT	DEFINITION/INSTRUCTIONS	ALLPICATION	PROTECTION LEVEL
Lysol Multi-Surface Cleaner	Use full-strength or dilute 250 mL per 4L of warm water apply to surface until thoroughly wet. Wipe with a clean cloth, sponge, or mop. To Sanitize/Disinfect: Pre-clean surface Apply to surface until thoroughly wet. To Sanitize: Leave for 1 minute before wiping. To Disinfect: Leave for 10 minutes before wiping. Rinse all food contact surfaces with water after using the product	Disinfectant that meet Health Canada's, requirements for emerging viral pathogens. These authorized disinfectants may be used against SARS-CoV-2	Advanced disinfectant and sanitizer for Hard surfaces
Clorox Bleach (6%) solution	100/1 dilution of sodium hypochlorite solution with water used to disinfect surfaces, minimum contact time of 10	Recommended by the BCCDC for disinfecting non-pours surfaces	General use disinfectant and sanitizer for Hard surfaces

	minutes in a single application. Air dry. 10mL bleach to 1 L water		
Ecolab Neutral Disinfectant cleaner	Use 3.9 mL per liter of water for a minimum contact time of 10 minutes in a single application. Can be applied with a mop, sponge, cloth, coarse spray or by soaking. The recommended use solution is prepared fresh for each use then discarded. Air Dry.	Approved for the use against Corona Virus disinfecting non-pours surfaces	Advanced disinfectant and sanitizer for Hard surfaces, low acidity
Disinfecting Wet Wipes 70% Alcohol	To sanitize / disinfect: Pre-clean surface. Use 70% alcohol based fresh wipes to thoroughly wet surface. To sanitize: Allow surface to remain wet for 10 seconds. Air Dry.	Single use isopropyl alcohol wet wipes, disposable	Safe to use on electronics including Smartphones, Tablets and POS equipment
Purell Touch Free Hand Sanitizer	Minimum 70% alcohol hand sanitizer solution, rub hands together until dry.	To clean hands if handwashing is not available	General use to kill bacteria and viruses

hard-surface disinfectants must meet Health Canada's requirements for emerging viral pathogens. These authorized disinfectants may be used against SARS-CoV-2, the coronavirus that causes COVID-19. This means they are one of the easiest viruses to kill with the appropriate disinfectant when used according to the label directions.