



Airborne
Engines Ltd

Communicable Disease Plan

Purpose

The purpose of this guidance document is to provide AEL staff, clients, and partners with important information that is required to help prevent communicable diseases.

Public Health Directives

The Communicable Disease Plan (CDP) provides ongoing guidelines and actions to reduce the risk of potential Infectious Disease outbreaks. Ensuring that staff has a safe work environment, receive training and notification regarding the possible spread of an Infectious Disease will significantly reduce risk. This responsibility is stated in the Workers Compensation Act (WCA) Section 21. The WCA also enables the Occupational Health and Safety Regulation (OHSR), outlining further legal requirements.

The CDP is a working document to be reviewed as required by circumstances and directives related to broad health matters. It integrates the mandate of the Health & Safety Committee with communications plans, protocols to prevent or limit the spread of disease, including cleaning protocols, are all included. Additional measures defined by Provincial Health Orders, the Fraser Health Authority, and other governing bodies will be implemented.

Workers should know and understand their workplace health and safety responsibilities — and those of others. Workers have three fundamental rights:

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

AEL's plan follows guidance from WorkSafe BC's four-step process.

Step 1: Understanding the Risk

Step 2: Implement Measures, Practices, and Policies to Reduce the Risk

Step 3: Communicate measures, practices, and policies

Step 4: Monitor your workplace and update your plan as necessary

Step 1: Understanding the Risk

AEL will continue to inform workers and others who attend our site and consult about known communicable diseases and our efforts to prevent their presence and transmission. Communication shall occur internally through interoffice memorandums, Health & Safety Committee Minutes, in-person group communications, and externally via our Website.

The following resources will be monitored for updated information relevant to the health authority, industry, and workplace:

BC CDC (Center for Disease Control):

<http://www.bccdc.ca/health-professionals/clinical-resources/communicable-disease-control-manual>

HealthlinkBC:

<https://www.healthlinkbc.ca/services-and-resources/healthlinkbc-files/category/disease-prevention>

Transport Canada:

<https://www.tc.canada.ca/en/initiatives/covid-19-measures-updates-guidance-issued-transport-canada>

All team members must consider the risks in their workplace and control them. Such controls will include adhering to current public health orders, public health advice, and implementing best practices to keep employees and visitors safe.

Step 2: Implement Measures, Practices, and Policies to Reduce the Risk

AEL shall support workers who have symptoms consistent with a communicable disease (for example, fever, chills, recent onset of coughing, diarrhea) through work from home opportunities and access to sick leave (paid or unpaid). Sick days are available to staff experiencing symptoms and are unable to work.

Employees who have any symptoms of a communicable disease are not to come to work. Sick employees must notify their supervisor and stay home. In addition, employees should advise their supervisor if they have been diagnosed with COVID-19.

- Employees shall stay home if they have flu-like symptoms until at least 24 hours after their fever is gone without the use of fever-reducing medicines or after symptoms have improved
- Employees who have flu-like symptoms upon arrival to work or become ill during the day should promptly separate themselves from other workers, inform their supervisors and go home.
- AEL asks employees to follow the BC Centre for Disease Control guidelines or when faced with exposure to, or diagnosis of, COVID-19: www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation
- AEL strongly encourages employees to receive vaccinations to minimize the risk of infectious disease in our workplace.

The following Visitor Policies are in effect for all visitors to Airborne Engines:

- Visitors may not enter the premises if they are:
 - experiencing any symptoms consistent with communicable diseases
 - unable to produce proof of full COVID-19 vaccination status
 - in recent contact with a person who has tested positive for COVID-19

- All other Visitors are required to:
 - Wear masks at all times
 - Wash hands and use hand sanitizer before and after the visit
- Handwashing and Sanitizing
 - Regular handwashing is an essential part of maintaining clean surfaces and preventing the spread of COVID-19. Employees should wash their hands regularly: at a minimum, when they arrive, after use of the washroom, immediately before and after any breaks, and before leaving.
 - Alcohol-based sanitizers are a suitable alternative to hand washing. Hand sanitizer stations are set up at Airborne Engines entrances, lunchrooms, and outside washrooms.
- Cleaning Processes
 - Cleaning protocols follow the CCDC, WorkSafe BC, Fraser Health Authority, the Provincial Health Authority, and Industry Best Practices.
 - Airborne Engines staff shall clean and disinfect all common surfaces that visitors and fellow workers touch. For example, doorknobs, light switches, handles, countertops, desks, tables, phones, keyboards, toilets, faucets, shop tools, vehicles, shop equipment.
 - Cleaning and disinfecting are done regularly throughout the day, and janitorial services have been scheduled to provide added cleaning services.
- Hygiene and Safe Practices
 - Masks are to be used when staff are not able to keep a 2-meter distance from others, in meetings, and when in the proximity of visitors to AEL
 - Capacity limits, where necessary, are posted outside meeting rooms or lunchrooms
 - Handwashing and personal etiquette are to be followed according to the following resources, also posted about the building:

[Prevent the spread of communicable disease: Cover coughs and sneezes | WorkSafeBC](#)
[Prevent the spread of communicable disease: Handwashing | WorkSafeBC](#)

Step 3: Communicate measures, practices, and policies

- Updates are to be provided by the Health & Safety Committee of changes in practice or policies.
- AEL monitors information from the Public Health Officer, BC Centre for Disease Control, and our health region for new or emergent communicable diseases of concern; Airborne Engines uses information from these bodies to implement and maintain health & safety measures.
- AEL Management, in conjunction with the Health & Safety Committee, will communicate any escalation in health and safety concerns or policies.

Step 4: Monitor your workplace and update your plan as necessary

The Health & Safety Committee meets monthly and will continue monitoring and evaluating all information about Communicable Diseases.