



Communicable Disease Prevention Plan

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. Common examples include COVID-19, norovirus, and seasonal influenza.

This guide outlines Collingwood Neighbourhood House Communicable Disease Plan using a 4-step plan. This plan outlines CNH policies, signage, and other materials as appropriate to CNH's level of risk. WorkSafe BC does not need to approve this plan.

The CNH Joint Occupational Health and Safety (JOHS) Committee has created this plan to assist staff in planning and sharing our Communicable Disease Prevention measures, practices, and policies to our staff.

Step 1: Understand the risk

CNH takes ongoing measures to reduce the risk for communicable disease transmission in all facilities. We document our process for monitoring and reviewing communicable disease-related information issued by our Regional Medical Health Officer or the Provincial Health Officer (PHO) if it is related to our workplace. This includes documenting and identifying the appropriate person or committee responsible for reviewing and monitoring information as well as identifying the process and/or frequency for reviewing the information.

- The JOHS Committee members regularly monitor and review communicable disease-related information issued by Provincial Health Officer and/or WorkSafe BC.
- The JOHS Committee Co-chairs share information with the JOHS committee members to discuss and draft policies.

Step 2: Implement ongoing measures, practices, and policies to reduce risk

CNH implements policies to support staff to reduce risk of exposure and support staff who have symptoms of a communicable disease so they can self-isolate at home when sick. CNH follows information issued by the Provincial Health Officer and WorkSafe BC. The most up to date information can be found at <http://www.bccdc.ca/>

- Employees, volunteers, and program participants showing symptoms of a communicable disease (e.g. fever, chills, coughing, or any symptoms outlined by the PHO) must stay at home and avoid being at the facilities when sick.
- Our policy addresses employees who may start to feel ill at work. It includes the following:
 - A. Sick employees should report to the immediate supervisor or department director, even with mild symptoms.
 - B. Sick employees should wash or sanitize their hands, and go home.
 - C. In the case of [COVID-19 symptoms](#), employees can consult with their supervisor to plan the best way to get home in order to limit community contact. Staff should self-isolate right away and figure out whether they need to get tested. They can consult the [BC COVID-19 Self - Assessment Tool](#) or call **811** for further guidance related to self-isolation and testing.
 - D. If the employee is severely ill (e.g., difficulty breathing, chest pain), call 911.

- E. Clean and disinfect any surfaces that the ill employee has come into contact with.
- F. CNH Process for a COVID-19 case is listed in **Appendix 1**
- Employees, volunteers, and program participants showing symptoms of COVID-19 are prohibited from entering the facility. This policy includes:
 - Wearing masks is required at RISE CHC. Wearing masks at any other CNH facility is now strongly recommended but not required. This measure is based on the PHO and BC CDC guidelines and could change, according to COVID-19 new waves and other data. CNH reserves the right to change this measure based on PHO and WSBC orders.
 - Staff and volunteers can request a mask at Reception.
 - CNH still encourages staff and participant to follow occupancy limits for specific spaces.
- G. CNH ensures that everyone in the facilities follows the BCCDC guidelines when wearing a mask. [Guidelines when wearing a mask.](#)
- H. CNH First Aid Attendants are provided with the proper OFAA (Occupational First Aid Attendants) protocols and training according to WSBC guidelines.
- I. CNH has access to rapid antigen tests. This program is conducted in accordance with BCCDC guidance and has been clearly communicated to employees as appropriate.
- J. We have a working alone policy in place. **Appendix 2**
- K. We have a remote work policy in place. **Appendix 3**
- L. We have a violence prevention policy - In progress
- M. We have a Kitchen policy in place. **Appendix 4**
- CNH provides hand-hygiene facilities and appropriate supplies ([OHS Regulation 4.85](#)). We use policies and signage to remind staff to wash their hands and to cover coughs and sneezes.
 - Practice frequent and thorough hand hygiene (vigorously washing hands for 20 seconds with soap and water). Handwashing guidelines information at: [Prevent the spread of communicable disease: Handwashing](#)
 - Use alcohol hand sanitizer with a minimum of 60% alcohol base.
 - Avoid touching your face, mouth, nose or eyes.
 - Practice mindful respiratory etiquette (sneeze/cough into arm or use a tissue and dispose of the tissue right away, wash hands). Respiratory etiquette information at: [Prevent the spread of communicable disease: Cover coughs and sneezes](#)
- Signage of handwashing, hand sanitizing, and cover coughs and sneezes are posted throughout the facilities.
- CNH provides hand sanitizer, disposable gloves, and cleaning solution to employees to use while working.
- Coffee for staff is allowed again at the Main House kitchen and Annex staff room.
- Water fountains are back again to their regular use. Users should make sure they do not touch bubblers with their mouths and water bottles.
- Where possible, we will keep doors and entryways open and accessible to prevent touching surfaces.
- No proof of vaccination will be required for staff and program participants.
- CNH maintains a clean environment through routine cleaning and sanitizing processes. Staff, volunteers, and program participants play an important role in helping to reduce the spread of any communicable disease in our workplace. Cleaning and disinfecting guidelines and practices for CNH:
 - Clean high-touch surfaces and areas with approved, hand surface disinfectants. These areas are cleaned twice a day at a minimum; e.g. entrance door, elevators, shared phones, shared computer desks, lunch tables, kitchen spaces, washrooms, cash register, public seating areas, Kitchen countertops, tables. All other surfaces are cleaned at least once a day.
 - Clean and disinfect contaminated surfaces as they pose a greater risk of infection
 - Communal computers and equipment need to be cleaned and disinfected when changing shifts or at least twice a day, e.g. reception computer/POS till and cleaning equipment.
 - Change garbage bags daily.
 - Cleaning and disinfecting are done using Lemon Quat.

- Custodians will be required to clean after each program has used a room or space. A cleaning system will be followed by reception and facility staff to ensure there is clear communication.
 - Thorough cleaning and disinfecting will be done before opening or after the closing of the building. Cleaning before opening and after closing will limit the odors of cleaning and disinfect chemicals.
 - Ensure there is sufficient time for staff to thoroughly clean and disinfect.
 - All custodian staff will receive the Cleaning and Disinfecting guidelines and training to ensure proper cleaning.
 - Custodians will be required to use personal protective equipment (PPE), in accordance with Public Health guidelines.
 - Ensure all machinery and cleaning equipment is cleaned after each use.
 - Lemon Quat and paper towels are provided in the following rooms at Joyce location: Admin office, Settlement Team office, Early Years Team office, Recreation Team office, Youth Team office, and Community Development Team office. At Annex location: Admin office, Community Development/Still Moon Arts office, Staff Room, Art Studio.
 - Staff are encouraged to wipe down their desks, keyboards, and phones at the start and end of each shift.
- CNH ensures that the facilities ventilation is adequate and ventilation systems are properly maintained and functioning as designed:
 - The facility Coordinator arranges and monitors regular maintenance every 3 months.
 - Staff, volunteers, and program participants are recommended when possible, to keep doors and windows open for more air circulation.
 - CNH supports employees in receiving vaccinations and other vaccine-preventable conditions.
 - CNH Executive Director and/or JOHS Committee sends email updates on vaccination information and CNH provides time off for employees to receive vaccinations.

Additional measures: During a period of elevated risk, a medical health officer or the PHO will provide information and guidance about the risk and how CNH can reduce risk. The measures that we will need to implement will depend on the type of disease and the methods of transmission.

- CNH follows all directions from medical health officers and our regional health authority.
- CNH follows all orders, guidance, recommendations, and notices issued by the PHO that are relevant for CNH industry, region, or workplace.
- Depending on the guidance that public health officials provide, CNH may need to assess the workplace to identify areas, activities, and processes that may pose a risk to employees. We may also need to implement appropriate control measures to reduce the risk, following the direction of Public Health. WSBC has maintained key COVID-19 protocols that we can refer to. We will use these as appropriate and as advised by Public Health during periods of increased risk.
- CNH identifies areas, assesses program activities and level of intensity, and follows PHO guidelines e.g. restriction or return of certain programs closely.
 - Reviews and adjusts occupancy limits.
 - Uses multiple exits and entrances to ensure safe/one-way flow of human traffic.
 - Implements PPE usage guidelines as ordered by PHO.

Step 3: Communicate measures, practices, and policies

CNH ensures everyone entering the facilities, including workers from other employers, receives information about CNH measures, practices, and policies for managing communicable disease.

- CNH ensures all employees understand the measures in place.
- Provides all employees with information on policies for staying home when sick and working from home. Uses WSBC resources to support employees when working from home: [Working from home: A guide to keeping your workers healthy and safe](#) [Setting up, organizing, and working comfortably in your home workspace](#)
- Posts signage in all facilities to support the measures in place. E.g. occupancy limits, mask use, hand washing,

staying home when sick, etc.

- Provides information, signage, and materials to employees in a language they understand.
- Is mindful that some aspects of managing communicable disease in the workplace may raise privacy and confidentiality issues. We seek advice on these issues as necessary.
- Supervisors are informed and trained about communicable disease measures, practices, and policies and incorporate these into supervision practices.

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

CNH continuously evaluates and updates the plan to reflect changing risk levels and work practices.

We implement policies to support staff who have symptoms of the communicable disease so they can avoid being in the workplace when sick.

The JOHS Committee:

- Is involved when identifying and resolving health and safety issues.
- Conducts inspections and ongoing supervision in all facilities to ensure measures are functioning properly, followed, and maintained.
- Monitors the guidance, notices, orders, and recommendations from Public Health (as required in Step 1) and adjust our Communicable Disease Prevention plan as necessary.
- Monitors our workplace and risk level and change our measures, practices, and policies as necessary.
- Updates our plan to reflect changes in our workplace, including work processes, staff, and premises.
- Ensures employees know how to raise health and safety concerns.
 - The JOHS Committee meets monthly to discuss any health and safety issues, reports and updates, and make recommendations to the senior management. Approved meeting minutes are saved and accessible to all employees in the JOHS Committee folder on the shared CNH drive, and posted in facilities.
 - Employees are encouraged to speak and report health and safety concerns to the JOHS Committee members. Employees can email their concerns to JOHS@cnh.bc.ca
 - The JOHS Committee conducts regular inspections in the facilities to help prevent incidents, injuries, and illnesses. Inspections also help to monitor occupancy limits and cleaning procedures, and deliver programs and activities safely.
- The JOHS Committee continuously monitors our workplace and risk level. The worker's representative Co-chair sends out and posts monthly minutes and special meeting minutes to all CNH. All employees are encouraged to read the minutes and contact the JOHS Committee to raise any health and safety concerns.
- CNH monitors PHO guidelines and changes policies as recommended and required by public health authorities. e.g. mask recommendation, monitor capacity limits, and activities levels.

Appendix 1

CNH Process for a COVID Case

1. If a staff member discloses [COVID-19-like symptoms](#) staff will be asked to leave work immediately and figure out whether they need to get tested. They are required to follow the CNH Communicable Disease Plan.
2. If they have any medical questions, staff member should be in touch with their healthcare provider or Public Health and follow their recommendations.
3. When a staff member, volunteer or participant discloses that they have had a positive COVID-19 test, they should immediately inform their supervisor. We must and will keep the person's name private.
4. Public Health is unable to do contact tracing for all COVID-19 positive cases. All individuals (staff, volunteers, program participants, visitors, etc.), including those with COVID-19-like symptoms, those who have been a close contact of a COVID-19 positive individual, or those who have travelled outside Canada, MUST follow the guidance offered from BCCDC.
 - When you self-isolate, you stay home and keep away from others to help stop the spread of COVID-19. Follow the [Self-isolation](#) scenarios guide from public health.
 - [Self-monitoring](#) is when you check yourself or your dependants for symptoms of COVID-19. Follow the Self-monitoring guide from public health.
 - Who is considered a "close contact" of a person with COVID-19? Follow additional close contact information from public health.
5. If a staff or volunteer develops symptoms they can follow the [Self-Assessment tool](#), call **811** or contact the primary care provider for advice. To reduce the risk of exposure to others, staff and volunteers who are newly diagnosed with COVID-19 or have any COVID-19 symptoms should not attend the workplace.
6. If a CNH staff member is directed to self-isolate at home their time away from work will be covered through their CNH sick time bank. If the staff member does not have sufficient sick time banked, they can still take it and earn it back over the subsequent months, to a maximum of 18 days. If their time away is longer than 18 days and they have used up all of their sick time that they have banked, they may apply for EI sick benefits and then, ultimately, for long-term disability benefits.
7. If a staff member ordered to self-isolate feels fine and can work from home they are allowed to do so at the director's discretion and in consultation with the person's supervisor. (There may be program-specific reasons why this can or cannot happen).
8. We will work with WSBC to see if there is anything we should be doing differently in terms of our work processes, Communicable Disease Plan, or otherwise.
9. After the case or outbreak is resolved (could be one case or more), departments led by Directors, are encouraged to go through a debrief if needed to see how this specific process or anything connected with our COVID-19 planning could be improved.
10. On an ongoing basis, CNH's JOHS Committee will be reviewing our Communicable Disease Plan and providing any updates to all staff.

Appendix 2

Working Alone or in Isolation policy

Definition

“To work alone in isolation” means to work in circumstances where assistance would not be readily available to the staff.

1. in case of an emergency
2. in case of the staff is injured or in ill health

Hazard identification

1. Before a staff is assigned to work alone or in isolation, the employer must identify any hazards to that staff.
2. Before a worker starts a work assignment with a hazard identified above, the employer must take measures
 - a) to eliminate the hazard
 - b) if it is not practicable to eliminate the hazard, to minimize the risk from the hazard.

Procedures for checking well-being of worker

1. The employer must develop and implement a written procedure for checking the well-being of a staff assigned to work alone or in isolation.
2. The procedure for checking a staff's well-being must include the time interval between checks and the procedure to follow in case the staff cannot be contacted.
3. A person must be designated to establish contact with the worker at predetermined intervals and the results must be recorded by the person.
4. In addition to checks at regular intervals, a check at the end of the work shift must be done.
5. Time intervals for checking staff well-being must be developed in consultation with the staff assigned to work alone or in isolation.

Steps to help ensure the safety of a lone worker

- Assess the hazards of the workplace.
- Talk to employees about their work and safety. Get their input.
- Investigate incidents at your workplace.
- Avoid having one worker whenever possible.
- Provide appropriate training and education.
- Report all situations, incidents, or near misses.
- Establish a check-in procedure.
- Schedule higher-risk tasks to be done during normal business hours.

Regarding custodial staff working at the end of a work day. (e.g. 11pm) The staff will phone 911 and their supervisor in the event of an emergency.

Sample Training Record for Working Alone

Employee Name: _____

Position (Tasks): _____

Date Hired: _____ Date of Orientation: _____

Person Providing Orientation (Name & Position): _____

Supervisor's Name: _____

Supervisor's Contact Information: _____

Location of Written Work Procedures: _____

The supervisor must ensure that orientation includes the following procedures. Both the supervisor and the employee should initial each item to indicate that it has been covered during orientation.

Topic	Initials (Trainer)	Initials (Worker)	Comments
Opening and closing the building			
Handling cash			
Taking out garbage			
Dealing with theft. If it is a serious theft, call 911 and supervisor or get appropriate help.			
Dealing with irate or abusive clients (see non-violent intervention training notes)			
Emergency procedures			
Other			
• Working in P2			

Appendix 3

Remote Work Policy

Part I: Terms and Conditions

ELIGIBILITY

Consideration for remote work requires written permission from the direct supervisor. The department's director will take individual job duties, staff position and location into consideration when determining if a staff person is eligible to work remotely. Staff who are working remotely must be able to reach the office for emergencies, in-person meetings or staff coverage, or other essential in-person duties as needed. Some positions/employees may not be eligible to work from home. Eligibility will be determined and finalized by the employee's supervisor and director, with possible advice from the HR Coordinator.

STANDARD OFFICE RULES

Remote workers must comply with all of CNH's rules and practices listed in the Employee Handbook and CNH's Human Resources Policies. Guidelines for employee benefits and compensation remain the same. The provisions of all relevant workplace policies and guidelines, legislation, Terms and Conditions of Employment and/or relevant Collective Agreement provisions will continue to apply.

REVIEW PERIOD

Every employee is subject to a 30-day review period during which their supervisor may require weekly status updates to discuss work progress and establish upcoming goals. The Remote Work Contract will continue as long as the employee continues to meet their supervisor's expectations but will be reviewed for renewal every six months.

WORK PLAN

Supervisors must work with each remote worker on a work plan. The plan will identify and outline areas of responsibilities, daily tasks, regular work hours and measurable long-term objectives. It should note expectations around how often the employee and supervisor will plan to meet and express a commitment to meet when issues arise. Overtime will not be approved retroactively; the employee must discuss it with the supervisor beforehand and get approval for it. The supervisor and employee will regularly review and update the work plan.

COMMUNICATION

Remote workers must be available by phone and email during the work hours outlined in their work plan and must be present for all mandatory staff meetings, whether in person or online. All meetings with participants are to be conducted by phone, online or at CNH. Any exceptions require the supervisor's permission well ahead of the meeting. Sick time and vacation arrangements remain the same as for employees working at one of CNH's sites. The Occupational Health and Safety Regulation requires all B.C. employers to establish check-in and other procedures to protect employees working alone. CNH remote workers are required to send their supervisor an email at the beginning and end of every work day, so that the supervisor knows that the employee is healthy, safe and at work.

CNH EQUIPMENT

Necessary equipment, hardware and software for the job and an office chair will be available on loan from CNH. Equipment is to be used by the employee only and strictly for CNH-related projects. All items provided by CNH must be listed in the employee’s Remote Work Guidelines (in Part II of this document), approved for off-site use and returned to the office immediately upon a request from their supervisor. Employees will be responsible for the replacement value of any assets that cannot be accounted for.

HOME WORK SPACE

Home offices and workspaces must be a designated and dedicated workspace that meets occupational safety standards for a home office. Please see: Setting Up, Organizing and Working Comfortably in your home workspace, attached.

The employee working remotely is responsible for keeping their workspace safe. The employee must show the work space to their employer –either in person or by video—so that the supervisor can see that the work space is safe and ergonomically set up. The employee must provide photos of the work space, to be attached to this document and updated every six months.

The employer will complete the attached *Home Office Safety Checklist* and the employee must ensure that their home office passes all requirements of this checklist prior to approval of the remote-work arrangement commencing. The employer must review this checklist with the remote-work employee every six months. The employee is responsible for ensuring that the home office maintains the same level of safety as captured by the checklist for as long as the remote work arrangement continues.

The employee must create an evacuation plan from the home workspace, in case of emergency. If the employee is experiencing an emergency they should leave their home and, when safe, call their supervisor _____ at _____. If their supervisor is not available, they should call their director _____ at _____. If their supervisor and director are unavailable, they should call Jennifer Gray-Grant at 604-562- 7793 to let the employer know what has happened and how they can support them.

The employer will not be responsible for any non-work-related injuries that may occur at home. Compensation will be limited to the approved telework times only and will be limited to the designated telework workspace. The employee agrees to follow safe work practices and to promptly report any work-related accident that occurs at the home office to their supervisor _____ at _____ or their director _____ at _____. If their supervisor and director are unavailable, they should call Jennifer Gray-Grant at 604-562-7793.

INSURANCE COVERAGE

WCB liability for work-related accidents will continue to apply during the telecommuting work schedule as defined in this agreement. CNH is only responsible for insuring items on loan. Personal owned equipment is covered by the individual’s homeowner’s insurance policy.

LIABILITY

Remote workers are covered by worker’s compensation. Stipulations do apply. Liability is limited to injuries acquired in the employee’s designated home work area, during the agreed- upon work hours AND while performing job functions.

REIMBURSABLE EXPENSES

In order to receive reimbursement for items they have purchased, employees must have prior approval from their supervisor and submit an expense report. Costs not specifically mentioned for the pre-approval will be dealt with on a case-by-case basis, taking into account the amount and purpose of expense.

Reimbursed:

- Office Supplies: Staff may pick up office supplies such as printer paper, printer ink, and pens from CNH; these must be reported to the employee's supervisor.

Not Reimbursed:

- Additional furnishings for designated workspace
- Office supplies not stocked at CNH etc.

MILEAGE

Mileage policies remain in effect. Commuting between the office and home is not reimbursed, but mileage conducting CNH-related travel is reimbursable.

SECURITY OF INFORMATION

The employee is responsible for keeping documents, sensitive business data and other work-related materials confidential and secure in the home office location. Those working remotely must get pre-approval from their supervisor to take specific documents home.

Employees must promptly report to their supervisor any circumstances or incidents which may compromise the confidentiality of any property, documents or information in connection with their employment.

All electronic files must be saved on the local server S: drive or P: drive (which are located on secure servers owned by CNH) and not on personal drives. These are backed-up servers that offer greater protection than the employee's computer hard drive. Employees can access these drives on Remote Desktop, as well as on any computer at CNH (employees just have to log in with their usual credentials). Confidential information must be saved in restricted folders. Employees should work with the supervisor (and Mercury) to set up restricted folders.

Employees shall not, under any circumstances, save any electronic files to their home computer or send any electronic files to their personal email account.

TAX DEDUCTION

Employees are responsible for any income tax implications of remote work. CNH will not provide tax guidance and encourages employees to consult with a qualified tax professional regarding any home office-related deductions.

TERMINATION OF AGREEMENT

Both CNH and the employee have the right to terminate the remote work arrangement at any time, by written or verbal notice. Failure to comply with Terms and Conditions of the CNH Remote Work Policy may be cause for disciplinary action and/or termination of the agreement.

Part II: Remote Work Information

A. EMPLOYEE INFORMATION

Full Name:

Job Title:

Department:

Hours of Work from Home, Weekly:

Total Hours of Position:

Supervisor:

Director:

B. DESIGNATED WORK AREA

Address:

Phone Number:

Description of Workspace:

C. REMOTE WORK SCHEDULE AND HOURS (This is for a typical week and may change based on special situations such as evening meetings, child care requirements, etc.)

Day	Start	End	Phone number where you can be reached
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

D. REQUEST FOR CNH EQUIPMENT

The following items (including serial numbers) have been approved for purchase/loan (list):

E. WORK AT HOME CHECKLIST

- Checklist must be completed and attached (updated list attached every six months)

F. AUTHORIZATION FOR REMOTE WORK

I have read and agree to the Terms and Conditions of this policy, as well as the CNH Remote Work Guidelines, and I agree to the duties, obligations, responsibilities, and conditions outlined in these documents.

Should any changes occur to the information I have provided above, I am aware that it is my duty to inform my supervisor to initiate completion of an updated agreement. I understand that a copy of the

agreement will be kept in my personnel file.

I am aware that this agreement is valid for up to one year. I understand that my supervisor and I should review this working agreement regularly throughout the year.

Employee Signature: _____

Supervisor Signature: _____

Director Signature: _____

Date: _____

Remote Workspace Safety Checklist

CNH wants to ensure that staff working at home are safe. Supervisors will use this checklist to assess the safety of the home office or workspace. Employees must address any hazards that are identified. Once every item is deemed to be safe, the supervisor and employee may sign the Remote Work Agreement and the employee may commence working from home.

Please attach photograph(s) of the designated work area to this form.

TOPIC	Yes	No	Comments
General Safety			
Floors are clear and free of slip, trip or fall hazards?	<input type="radio"/>	<input type="radio"/>	
Work area is reasonably quiet and free of distractions?	<input type="radio"/>	<input type="radio"/>	
File drawers aren't top-heavy?	<input type="radio"/>	<input type="radio"/>	
Phone lines and cords are secured along a wall and away from heat sources?	<input type="radio"/>	<input type="radio"/>	
Temperature, ventilation and lighting are adequate?	<input type="radio"/>	<input type="radio"/>	
First aid supplies are readily available?	<input type="radio"/>	<input type="radio"/>	
Fire Safety			
Walkways, aisles and doorways are unobstructed?	<input type="radio"/>	<input type="radio"/>	
Working smoke detector covers the designated work space?	<input type="radio"/>	<input type="radio"/>	
Charged, accessible fire extinguisher is in the area?	<input type="radio"/>	<input type="radio"/>	
There's more than one exit from the work area?	<input type="radio"/>	<input type="radio"/>	
Work space is kept free of trash, clutter and flammable liquids?	<input type="radio"/>	<input type="radio"/>	
All radiators and portable heaters are located away from flammable items?	<input type="radio"/>	<input type="radio"/>	
Electrical Safety			
Computer equipment is connected to a surge protector?	<input type="radio"/>	<input type="radio"/>	
Electrical system is adequate for office equipment?	<input type="radio"/>	<input type="radio"/>	
All electrical plugs, cords, outlets and panels are in good condition, i.e., no exposed/damaged wiring?	<input type="radio"/>	<input type="radio"/>	

Extension cords and power strips aren't daisy chained and no permanent extension cords are in use?	<input type="radio"/>	<input type="radio"/>	
Electrical cords run in non-traffic areas, don't run under rugs and aren't nailed or stapled in place?	<input type="radio"/>	<input type="radio"/>	
Equipment is turned off when not in use?	<input type="radio"/>	<input type="radio"/>	
Electrical outlets are grounded with 3-pronged plugs?	<input type="radio"/>	<input type="radio"/>	
Workstation Ergonomics			
Desk is an appropriate height?	<input type="radio"/>	<input type="radio"/>	
When keying, employee's forearms are close to parallel with the floor?	<input type="radio"/>	<input type="radio"/>	
Monitor is 20-24 inches from eyes and top of screen is slightly below eye level?	<input type="radio"/>	<input type="radio"/>	
Chair is sturdy and adjustable with backrest and casters appropriate for floor surface?	<input type="radio"/>	<input type="radio"/>	
Chair is adjustable and employee knows how to adjust it?	<input type="radio"/>	<input type="radio"/>	
Employee's feet reach the floor when seated or are fully supported by a footrest?	<input type="radio"/>	<input type="radio"/>	
Employee's back is adequately supported by a backrest?	<input type="radio"/>	<input type="radio"/>	
Computer screen is free from noticeable glare?	<input type="radio"/>	<input type="radio"/>	
Adequate lighting at the workstation?	<input type="radio"/>	<input type="radio"/>	
Other Safety/Security Measures			
Materials and equipment are in a secure place that can be protected from damage or misuse?	<input type="radio"/>	<input type="radio"/>	
There's inventory of all equipment in the office, including serial numbers when possible?	<input type="radio"/>	<input type="radio"/>	

Appendix 4

Communicable Disease Kitchen Policy

1. **Occupancy Limit** – **Nine (9)** people in the kitchen at Joyce at one time and **twelve (12)** at the Annex. If an extra person enters, one person needs to step outside first.
2. **Masks:** Will be optional for participants **IF** they follow other measures such as physical distancing and proper ventilation and air flow. Programs would still have the option to request clients/participants wear a mask when receiving services.
3. **Cleaning Steps** – Opening
 - Wash hands upon entering
 - Use bleach solution
 - Spray and allow to sit for 2 minutes, then wipe with warm cloth
 - Areas to clean: doors, sinks, all door handles, counters, high traffic surfaces, kitchen carts.
4. **Shopping/Purchases**
 - Purchase new take-out containers. No previously used containers to be brought into the kitchen.
 - Staff and volunteers responsible for shopping will maintain distance, wear a mask and limit the number of shopping trips required.
5. **Storing Food**
 - All dry ingredients are to be stored in closed containers in the kitchen.
6. **Cooking Steps for Frozen Meals**
 - Label and stored meals are placed in the kitchen freezer the same day.
7. **Kitchen Clean up - Closing**
 - Follow the opening steps but in reverse order
 - Sanitize, let dishes air dry and put away dishes; wipe counters, sinks, handles, doors, kitchen carts with proper cleaner (Lemon Quat or bleach solution diluted with water)
 - Custodians remove garbage/ recycling, mop floor

Kitchen Access: All staff are required to sanitize or wash hands prior to entering the kitchen and before accessing any applicants or equipment.