



Nanaimo Science

Communicable Disease Prevention Plan (Safety Plan)

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This Safety Plan has been prepared based on the information from WorkSafe BC and the Office of the Provincial Health Officer. Additional measures have also been approved by the Nanaimo Science Board of Directors.

Understanding Risk

Communicable diseases, including COVID-19, have evolving profiles and information provided by the Vancouver Island Health Authority and the Provincial Health Officer will take precedence over any measures listed in this Safety Plan. The Executive Director will be responsible for reviewing and monitoring information, and reporting to the Board of Directors with regards to any proposed changes to this plan or to safety procedures and policies at Nanaimo Science.

Nanaimo Science welcomes input from employees, volunteers, participating families, and partners in service provision. The Board of Directors will be the final decision-makers with regards to matters regarding the Safety Plan.

Measures, Practices and Policies to Reduce Risk

Nanaimo Science has put in place a range of measures to ensure the safety of employees and participants.

Requirement of good health

The first and most important is that all employees and participants in programs must be in good health to attend programs or come to work at Nanaimo Science.

The Staff Handbook details the expectations for calling in sick, and for sick leave pay where applicable.

Participants in programs are informed of our requirement to be in good health during registration (online), on our website, and in email communications regarding programs. For day-long or multi-day programs (e.g. Summer Camp), if a participant is unable to attend due to illness, Nanaimo Science will refund the fees for the program date(s) missed.

Replacement staff person(s) will be in place if any staff member is unable to be present due to sickness. In the extreme case that a program cannot be held due to lack of staff, Nanaimo Science will inform participants/service partners to reschedule the program or issue a full refund if no mutually acceptable rescheduling date can be found.

Vaccination for employees and volunteers (ages 12+)

As of August 24, 2021, to work at Nanaimo Science, individuals must provide proof of full vaccination, as defined by the Office of the Provincial Health Officer. Proof of vaccination must be provided by employees to the Executive Director.

Additional proof required by service partners (e.g. schools where programs will be delivered) must be requested in writing with ample notice and with disclosure regarding who will have access to this information.

Nanaimo Science will support the ongoing vaccination of employees by providing paid time off as required for vaccination and “boosters”.

Handwashing, Covering coughs and sneezes

Employees and participants will be asked to sanitize their hands upon arrival at indoor Nanaimo Science programs, and hand sanitizer will be provided at all outdoor programs for use by participants. Hand washing or sanitizing (as a secondary, less favourable option) will be required prior to and after eating, visiting the bathroom, and, where possible, after blowing nose, sneezing, and covering coughs.

Cleaning

Nanaimo Science will ensure all equipment, materials and fixtures are kept clean and sanitary. Surfaces where food may be served or eaten will be disinfected with a household bleach (sodium hypochlorite 5.25%) solution.

Ventilation and Air Circulation

Wherever possible, Nanaimo Science will ensure that proper air circulation is provided for indoor programs. This will include opening windows and/or doors, and having ventilation systems operating (on “air circulation” mode) during times where participants are taking part in programs.

Additional Measures

Nanaimo Science appreciates the additional measures that parents from participating families may request, including supporting their child with mask-wearing. Nanaimo Science will provide disposable childrens’ masks for participants if requested by the child(ren) or parents, disposable masks for adults if requested, including staff members, and access to high-quality masks provided by Nanaimo Science for employees (e.g. N95). Supplies may be restricted for

high-quality masks – employees are asked to speak to the Executive Director regarding requests for additional masks.

Communicating Measures, Practices and Policies

By providing this plan on our website, and directly to employees, Nanaimo Science offers transparent and comprehensive information about our measures, practices and policies.

Employees are encouraged to share their perspectives regarding safety measures during staff meetings, or directly to the Executive Director at any time.

Monitoring the Workplace and Updates

The Executive Director will be responsible for the ongoing evaluation of measures, practices and policies in the workplace, and reporting to the Board of Directors with regards to any proposed changes to this plan or to safety procedures and policies at Nanaimo Science.

Nanaimo Science welcomes input from employees, volunteers, participating families, and partners in service provision. The Board of Directors will be the final decision-makers with regards to matters regarding the Safety Plan.

The Executive Director will be responsible for ensuring that policies are being followed, and addressing any situations where individuals are not following these policies. The Board of Directors (specifically the President and Vice President) will be available to employees or other individuals if there are any concerns with regards to concerns about the Executive Director.