

## Communicable disease prevention

last updated June 2022

As a part of Hollyhocks [Health & Safety Plan](#) we have implemented communicable disease prevention.

COVID-19 vaccinations have become widely available to British Columbians, the overall risk of COVID-19 transmission and serious consequences has diminished. Despite this, the virus will still circulate like other communicable diseases.

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. Examples of communicable disease that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.

### **Understanding the risk:**

Preventing communicable disease involves taking ongoing measures to reduce the risk of communicable disease transmission at Hollyhock. It also involves implementing additional measures when advised to do so by Public Health during periods of elevated risk. The level of risk of certain communicable diseases, including COVID-19, may increase from time to time or on a seasonal basis. This may occur at a local or regional level, or within a certain industry.

Hollyhock will continue to monitor and review communicable disease-related information issued by our British Columbia medical health officer. This includes orders, guidance, notices, and recommendations issued to us.

Our Campus Coordinator and Campus Director monitor BC Health Officer guidance, [health alerts](#) and [restrictions](#), as well as [BC Centre for Disease Control](#), and [Worksafe BC](#). They also source guidance from Go2HR and BCHA.

All department managers are also responsible for monitoring specific department related health risk updates.

## Ongoing measures:

Hollyhock has Implemented policies to support staff who have symptoms of a communicable disease (e.g., fever or chills, coughing, diarrhea) so they can avoid being at the workplace when sick.

All Hollyhock staff working on our Cortes Campus acknowledge our [Health & Safety protocols](#) including a daily health check for symptoms of illness and receive support to stay home if they do.

If a staff has symptoms of illness on Campus we follow the

[Communicable Disease Procedure for Staff showing symptoms 2022](#)

If a staff has symptoms of illness on Staff Housing we follow the

[Communicable Disease Procedure for Staff Living in Staff Houses showing symptom...](#)

Department Managers are in constant communication with their staff and provide support for sick leaves. This includes up to 5 days paid and up to 3 unpaid days for seasonal staff.

Hollyhock has Implemented policies for guests who have symptoms of a communicable disease (e.g., fever or chills, coughing, diarrhea) so they can avoid being at the workplace when sick.

4 days before arrival guests are required to acknowledge a [Health Declaration](#) to prevent them from arriving with symptoms of illness.

If a guest has symptoms of illness on Campus we follow the

[Communicable Disease Procedure for Guests showing symptoms 2021](#)

And the isolation guidelines

[Campus Guest In Isolation](#)

If a guest results positive to Covid19 rapid test we follow the

☰ Guest had a positive Covid 19 test LEADER HOW TO 2022

By April 8th 2022 Hollyhock is no longer required to ask guests for proof of vaccination.

We provide hand-hygiene facilities with appropriate supplies and use policies and signage to remind workers to wash their hands regularly and to cover coughs and sneezes.

☐ We utilize WorkSafeBC guidance on [covering coughs and sneezes](#) and [handwashing](#) for guests and staff.

There are many hand sanitizing [locations on](#) campus.

Posters for communicable disease prevention including mask usage are constantly updated and posted in all campus spaces.

We maintain a clean campus environment through routine cleaning processes that are appropriate for hospitality, restaurants, retail, bodywork and all workspaces.

# HOLLYHOCK

Cleaning and sanitization for all guest rooms, shared spaces, restrooms and hot tub is the responsibility of our Housekeeping department under the direction of our Guest Services Manager and Lead Housekeeper. There is a daily clean of shared spaces, a twice daily clean of restrooms and hot tub area as well as a thorough guest room clean on arrival/departure. They do not provide stay over cleaning in guest rooms.

Hosts are responsible for cleaning and sanitization of the dining room daily, as well as before and after each meal. They are also responsible for frequent sanitization of self-serve areas including tea bar, drink station and salad bar.

All other staff areas and offices are the responsibility of the workers using those spaces and scheduled based on use.

In compliance with [BCCDC cleaning and disinfecting guidance](#) we use Oxygenic as our main disinfectant cleaner for all surfaces.

We maintain adequate natural ventilation in all Hollyhock buildings.

[WorkSafeBC Ventilation to prevent communicable diseases](#)

Encouraging guests and staff to keep windows and doors open to stimulate air circulation in buildings.

## **Additional measures:**

During a period of elevated risk, our medical health officer will provide information and guidance about the risk and how we can reduce it. These measures will depend on the type of disease and the methods of transmission.

Hollyhock commits to following all orders, guidance, recommendations, and notices issued by our medical health officers and regional health authority that are relevant to our industry, region, and workplace.

When the Hollyhock Campus is aware of guests on site that have tested positive we will inform the staff over email that there has been exposure. We will ask guests to depart if they can. For guests that can't depart, we will provide [isolation protocols](#) for staying on Campus.

We strongly encourage staff to wear masks when a communicable disease exposure happens on our Campus.

## **Communicate measures, practices, and policies:**

Hollyhock is committed to making sure everyone entering our workplace, including guests, staff, community members and contractors receives information about our measures, practices, and policies for managing communicable disease.

We ensure all workers understand the measures in place at Hollyhock which includes providing our staff information on our policies for staying home when sick and working from home.

We are mindful that some aspects of managing communicable disease in the workplace may raise privacy and confidentiality issues and will seek advice on these issues as necessary from WorkSafe BC.

All printed information is communicated via our internal Health & Safety and COVID-19 SLACK channels, a staff listserv email, internal posters,

All verbal communicated information is provided directly and in weekly leadership meetings, as well as biweekly health and safety meetings including documented minutes.

Guest information includes a pre-arrival health declaration as well as posters in all shared spaces and a Health and Safety page on the website.

## **Monitoring:**

Hollyhock will continuously evaluate and update our plan to reflect changing risk levels and work practices.

We have a Health & Safety representative on staff, a joint health and safety committees and worker representatives that play an important role in identifying and resolving workplace health and safety issues.

We utilize workplace inspections and ongoing supervision at our Cortes Island campus to ensure measures are functioning properly, followed, and maintained.

# HOLLYHOCK

Our Health and Safety Committee convenes once a month with additional meets as necessary.

Guest and Staff feedback/concerns are provided to our Health & Safety Chair or anyone in Hollyhock leadership for follow up.

We utilize documented incident forms for any staff or guest illness.

[Injury Form](#)

All issues are documented and discussed at Health & Safety meetings.