



JAMIE BANFIELD DESIGN

# COMMUNICABLE DISEASE PROTECTION PLAN

Prepared by  
Jamie Banfield Design  
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# A WORD FROM JAMIE BANFIELD

Dear Customers and Partners,

At Jamie Banfield Design, we are rooted in promoting a healthy lifestyle. Maintaining good health is a core value and something we take seriously. We recognize that with the changing circumstances of COVID-19 things can be unpredictable however we have processes in place to guarantee high performance as usual from the JBD team. As a valued customer and partner your health and safety is at the utmost importance to the whole JBD team.

In response to the current situation, we've implemented our business Communicable Disease Practice Plan at JBD — which examines all areas of business operations to take place, as per usual, and ensures continued service to our customers. Rest assured; we are prepared to serve you.

First and foremost, our plan ensures the health and safety of our employees, so we can continue to deliver and support the service you have become accustom to; while considering the most recent news and announcements from the World Health Organization (WHO) and [Centers for Disease Control and Prevention \(CDC\)](#).

Since Jamie Banfield Design was founded, we have been optimizing the use of technology for the scalability and growth of our business. All client files, site documentations, drawings, specifications are all stores in our cloud platform. Over the last 36 months we have taken a conscious effort to remove ourselves from paper to a digital supplier and product database, client binders and “the bible” specification package are in a PDF easy to email and read as normal. As we have completed numerous project all over Canada from our local office in Port Moody by communicating via email, phone and Video conferencing.

Outstanding communication is one of JBD key principles and we strive to become the best in communication in the design and build industry. With the use of internet landline phones we are able to receive calls, transfer them between our design teams home and office work environments. This element grants complete and full access to the team for collaboration or a question you might have with direct access and prompt response.

As you know JBD respects the downtime for our employees and we have a strict no text message policy, return email within 48 hours and phone calls within 24 hours. We have taken steps to ensure we can return phone calls & emails promptly between our business hours (8:00AM – 4:00PM Monday – Friday). We are communicating with site and the build team via phone, FaceTime and email and in person site visits to ensure the productivity on site is not held up by the design team or communication with the design team. Your whole JBD team are committed to keeping our heads up and it's business as usual with no disturbances with your current and future project. All meetings will take place virtually from the comfort of your home! This might mean we are communicating via a conferencing call, a virtual video session sharing our screens with you.

We believe that a successful project is rooted through collaboration and we have implemented ways to keep the creativity and collaborative mindset of the JBD team up are hosting team “call in meetings” multiple time a per week to ensure we are sourcing the correct and best solutions for all our clients.

We know many are concerned about the impact the global health situation is having on hourly employees. JBD feels confident and strong with our family of homeowners and partners that we will be smart, effective and productive through this unclear time ensuring we are vibrant and strong to assist with homeowners renovating, building and transforming a house into a home.

Regarding face to face interaction, we have set up a system for sample drop off and pick up's with limited contact between the JBD team and those in need of dropping off or collecting items. Not to worry we know how important is it for you to touch, feel and hold on to those finishing samples for review and approval. Large format printing for your current and future projects can be organized via limited contact secure courier service to not slow down the design, permit application and build process of your project. All client and vendor meetings have not been formatted to virtual meeting or in person meetings at our studio, vendor showrooms or the project site location.



The Workplace Safety Policy. As information about COVID-19 develops, [WorkSafeBC](#) continues to monitor the progression of the virus and refer to the guidance of public health officials. WorkSafeBC is advising employers and workers to follow the recommended personal hygiene practices like frequent hand washing, avoiding touching your face, and avoiding direct contact with others, which includes both Jamie Banfield Design colleagues and clients.

The steps Jamie Banfield Design is taking that meets or passes the Health and Safety Guidelines residential construction sites, as ordered by the Provincial Health Officer. Please refer to the Jamie Banfield Design Communicable Disease Practice plan a details list of the processes we have implement to reduce the spread of COVID-19.

Physical distancing measures are taken to minimize close contact with others in the community. In our line of work, this will include these steps. Encouraging construction sites to stagger trades throughout the day and avoid clusters of people when possible. Encouraging clients to meet virtual when possible.

These precautionary measures have been taken to limit the potential spread of the virus, to support our employees in this challenging time with health, lively hood and prosperous futures and to ensure we maintain our ability to serve you and our customer for the long term. Jamie Banfield remains vigilant and is monitoring the situation in real time and responding rapidly as conditions evolve.

Please be safe and stay healthy.

Jamie Banfield

Principal Designer , Jamie Banfield Design

# COMMUNICABLE DISEASE PLAN

## 1.0 Overview

### Purpose

The purpose of this guidance document is to provide Jamie Banfield Design staff, clients and partners with important information that is required to help prevent communicable disease.

### Public Health Directives

The Provincial Health Officer is the senior public health official for B.C. and is responsible for monitoring the health of the population across the province, providing independent advice to the ministers and public officials on public health issues.

The responsibilities of the Provincial Health Officer (PHO) are outlined in the *Public Health Act* and include the following:

- provide independent advice to the ministers and public officials on public health issues;
- monitor the health of the population of B.C. and advise on public health issues and on the need for legislation, policies and practices;
- recommend actions to improve the health and wellness of the population of BC;
- deliver reports that are in the public interest on the health of the population and on government's progress in achieving population health targets;
- establish standards of practice for and conduct performance reviews of Medical Health Officers; and
- work with the BC Centre for Disease Control and Prevention and BC's Medical Health Officers across the province to fulfill their legislated mandates on disease control and health protection.

Employers must be prepared to implement or maintain additional measures at times when the risk of communicable disease in their region or workplace is elevated, as advised and directed by public health. Public Health's specific guidance for a particular communicable disease will be followed where their information differs from this document.

### WorkSafeBC Directives (Workers Compensation Act/OHS Regulation Requirements)

WorkSafeBC is a provincial agency dedicated to promoting safe and healthy workplaces across BC. They partner with workers and employers to prevent work-related injury, disease, and disability. Their services include education, prevention, compensation and support for injured workers, and no-fault insurance to protect employers and workers. WorkSafeBC helps businesses meet their obligations under the *Workers Compensation Act* and the Occupational Health and Safety Regulation. All employers in British Columbia have an obligation under the *Act* to ensure the health and safety of workers and other parties at their workplace.

To assist employers in the fundamental components of communicable disease prevention, WorkSafeBC has developed [Communicable disease prevention: A guide for employers](#). This guide describes a four-step process to help employers reduce the risk of communicable disease in their workplace, which involves understanding the level of risk in the workplace, application of the fundamentals and implementing appropriate measures, communicating policies and protocols to all workers, and updating measures and safeguards as required.

Employers should consider how best to communicate to workers about potential exposures in the workplace. A system should be introduced so workers (including joint health and safety committee representatives and worker representatives) are able to inform management of concerns related to being exposures in the workplace. Open communication is key to finding out about specific tasks that concern workers as well as gaining input on appropriate control measures to keep workers safe.

Workers should know and understand their workplace health and safety responsibilities — and those of others.

Workers have three key 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.

The Jamie Banfield Design team has established the following communication plan:

### **Recognize Hazards/Assess Risks**

Every workplace is unique. Employers must regularly assess all the hazards within their operations, taking appropriate steps to eliminate or control the associated risk. This process is referred to as a risk assessment. Within Jamie Banfield Design, there are many routine situations where staff will have contact with customers, coworkers, and the physical environment itself (surfaces, doors, equipment etc.). During times of outbreaks, these encounters could give rise to contact with communicable diseases, if not controlled adequately.

All team members must think about the risks in their workplace and take steps to control them. Such controls will include adhering to current public health orders, if applicable, public health advice, as well as implementing best practices to keep your employees and customers safe.

When selecting a safeguard or a combination of safeguards, always start at the top of the hierarchy outlined below to control the hazards. Choose a less effective safeguard only when more effective solutions are impracticable and continuously monitor to ensure they are providing the best level of protection to workers.

The hierarchy of controls (in order of their effectiveness):

**Elimination or substitution:** Has the employee fully considered eliminating or postponing work tasks that may create a risk of exposure? Are there opportunities to work from home or can work processes be changed to eliminate or reduce contact with others?

**Engineering controls:** Are engineering controls, such as physical barriers, practicable?

**Administrative controls:** Has the employer fully considered how work practices can be altered to minimize exposure, such as physical distancing or enhanced cleaning protocols?

**Personal protective equipment (PPE):** This last form of protection should only be considered after careful consideration of the previous control measures. The use of gloves and face masks may be considered where none of the above controls are possible/effective. If gloves and masks are used, proper usage guidelines should be followed.

## **2.0 Stay Home When Your Sick**

### **What Employees Should Know**

All employees should stay home and follow public health recommendations.

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

and

HealthlinkBC

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

### **If you become sick at work**

Workers who have symptoms upon arrival to work or become ill during the day should promptly separate themselves from other workers, inform their supervisors and go home.

### **What Employers Should Know**

An important way to reduce the spread of communicable diseases is to keep sick people away from those who are not sick. Businesses should review and communicate their sick leave policies and practices to employees every year before flu season and any time when there is a risk of a communicable disease.

- For the flu, advise all employees to stay home if they are sick until at least 24 hours after their fever is gone without the use of fever-reducing medicines, or after symptoms have improved.

## 3.0 Hygiene/Cleaning

### Personal Hygiene/Cleaning

Depending on the communicable disease, it's possible for people to become infected if they touch contaminated surfaces and then touch their nose, mouth, or eyes. The most reliable way to prevent infection from surfaces is to wash your hands. Washing your hands often and practicing good hand hygiene will reduce the chances of getting or spreading germs. Washing your hands with soap and hot water for at least 20 seconds is most effective. This is because soap actively destroys the surface of some viruses and a soapy lather really reduces the number of germs left on your skin. Alcohol-based hand rubs can be used to disinfect your hands when soap and water are not available.

Other things to consider:

- 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.
- Avoid unnecessary contact.
- Consider physical distancing.
- Wear a mask.

### Facility, Vehicle and Equipment Hygiene

#### **Cleaning and disinfecting surfaces can also reduce the risk of infection.**

Always follow standard practices and appropriate regulations specific to your type of facility for minimum standards for cleaning and disinfection. This guidance is indicated for buildings in community settings and is **not** intended for healthcare settings or for other facilities where specific regulations or practices for cleaning and disinfection may apply. Additionally, this guidance only applies to cleaning and disinfection practices to prevent the spread of exposures. It does not apply to any cleaning or disinfection needed to prevent the spread of other germs.

#### **When to clean and When to Disinfect**

Cleaning with products containing soap or detergent reduces germs on surfaces by removing contaminants and decreases risk of infection from surfaces.

When confirmed or suspected communicable disease cases are low, cleaning once a day is usually enough to sufficiently remove germs that may be on surfaces and help maintain a healthy facility.

Disinfecting kills any remaining germs on surfaces, which further reduces any risk of spreading infection.

You may want to either clean more frequently or choose to disinfect (in addition to cleaning) in shared spaces if the space is a high traffic area or if certain conditions apply that can increase the risk of infection from touching surfaces:

- Reportable Disease Data Dashboard
- BC COVID Dashboard in your community;
- Low vaccination rates in your community;
- Infrequent use of other prevention measures, such as hand hygiene; or
- The space is occupied by people at increased risk for severe illness.
- If there has been a sick person in your facility within the last 24 hours, you should clean AND disinfect the space.

### Determine What Needs to Be Cleaned

Consider the type of surface and how often the surface is touched. Generally, the more people who touch a surface, the higher the risk. Prioritize cleaning high-touch surfaces at least once a day. If the space is a high traffic area, or if certain conditions (listed above) apply, you may choose to clean more frequently or disinfect in addition to cleaning.

### Consider the Resources and Equipment Needed

Keep in mind the availability of cleaning products and the personal protective equipment (PPE) appropriate for the cleaners and disinfectants used (as recommended on the product label, product information sheets or Safety Data Sheet).

### Clean High-Touch Surfaces

During periods of communicable disease events you may need to clean high-touch surfaces at least **twice** a day or as often as determined is necessary. Examples of high-touch surfaces include: pens, counters, shopping carts, tables, doorknobs, light switches, handles, stair rails, elevator buttons, desks, keyboards, phones, toilets, faucets, and sinks.

### Protect Yourself and Other Cleaning Staff

- Ensure cleaning staff are trained on proper use of cleaning (and disinfecting, if applicable) products.
- Read the instructions on the product label, product information or Safety Data Sheet to determine what safety precautions are necessary while using the product. This could include PPE (such as gloves, glasses, or goggles), additional ventilation, first aid procedures, or other precautions.
- Wash your hands with soap and water for 20 seconds after cleaning. Be sure to wash your hands immediately after removing gloves.
- If hands are visibly dirty, always wash hands with soap and water.
- If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.
- Special considerations should be made for people with asthma. Some cleaning and disinfection products can trigger asthma.

### Disinfect Safely When Needed

#### If you determine that regular disinfection may be needed

- If your disinfectant product label does not specify that it can be used for both cleaning and disinfection, clean visibly dirty surfaces with soap or detergent before disinfection.
- Use a disinfectant product that is effective against the communicable disease.
- **Always follow the directions on the label** to ensure safe and effective use of the product. The label will include safety information and application instructions. Keep disinfectants out of the reach of children. Many products recommend keeping the surface wet with a disinfectant for a certain period (see “contact time” on the product label).
- Check the product label to see what PPE (such as gloves, glasses, or goggles) is required based on potential hazards.
- Ensure adequate ventilation (for example, open windows).
- Use only the amount recommended on the label.

- If diluting with water is indicated for use, use water at room temperature (unless stated otherwise on the label).
- Label diluted cleaning or disinfectant solutions.
- Store and use chemicals out of the reach of children and pets.
- Do not mix products or chemicals.
- Do not eat, drink, breathe, or inject cleaning and disinfection products into your body or apply directly to your skin. They can cause serious harm.
- Do not wipe or bathe people or pets with any surface cleaning and disinfection products.

## 4.0 Ventilation

For all activities that take place indoors, basic principles of good indoor air quality include supplying outdoor air to replenish indoor air, thereby removing and diluting contaminants that naturally accumulate in indoor settings, especially in well-sealed buildings.

### Strategies to optimize ventilation system functionality

- Maintain ventilation systems. WSBC requires employers to ensure that heating, ventilation and air conditioning (HVAC) systems are designed, operated, and maintained as per standards and specifications for ongoing comfort for workers ([Part 4 of the OHS Regulation](#)).
- Ensure preventative maintenance is conducted (for example, regular filter changes and inspection of critical components).
- Make sure the system is properly balanced, which means verifying that the system meets its design conditions for air flow, temperature, pressure drop, noise and vibration.
- During periods of communicable disease events limiting occupancy in facilities or vehicles should be considered. Promotion of employees to work from home is another example.

## 5.0 Client and Vendor access to Jamie Banfield Design Office

- Access into the Jamie Banfield Design is restricted for employee, invited clients and vendors with preorganized appointment as this will assist with cleaning between schedule meetings, documentation of all members entering the facility and the ability to organize contact tracing if needed.
- The Jamie Banfield Design office doors will remain locked through the day.
- Informative procedure signs are posted at the door that guides customers and vendors in our updated safety protocols with contact number on how to contact our team if needed.
- For all inquired call (604) 385-1646 for prompt assistance.
- All lunch and learn, vendor training will all be hosted virtually.
- All sample updates will only take place with a pre organized scheduled meeting as drop-ins are not welcome.
- All members of the meeting must respect and follow the physical distancing request of a minimum 6 feet apart as much as possible.
- Approved face coverings are required. Approved face coverings and mandatory for anyone that has not past the tow week development period been fully vaccine.
- The Jamie Banfield Design will have antiseptic wipes, hand sanitizer, protective gloves and protective masks for themselves and other attending the meeting available if required.
- All samples and equipment used in the meeting will sanitised by the team member prior and post the meeting.



- A pre meeting acknowledgment that no one attending the meeting has any symptoms of an illness and the meeting will be rescheduled if anyone if feeling unwell, or anyone in their house hold is feeling unless or has come in contact with anyone feeling unwell
- If anyone attending the meeting forms symptoms of illness during a five day period post the meeting, they must contact the organized or organizes of the meeting to assist with prevention of a possible outbreak.

## 6.0 Site review and office site meetings

All non-critical client, trade and vendor meetings will be held virtual for both efficiently and preventative measures.

- Critical site review and client meetings will be reviewed and approved case by case.
- Posted signage that limited the number of occupants, safely protocols will be followed by all members.
- All members must respect and follow the physical distancing required set out by the establishment.
- All members must wear protective foot ware as posted.
- Approved face coverings are required. Approved face coverings and mandatory for anyone that has not past the tow week development period been fully vaccine.
- A pre meeting acknowledgment that no one attending the meeting has any symptoms of an illness and the meeting will be rescheduled if anyone if feeling unwell, or anyone in their house hold is feeling unless or has come in contact with anyone feeling unwell.
- If anyone attending the meeting forms symptoms of illness during a five day period post the meeting, they must contact the organized or organizes of the meeting to assist with prevention of a possible outbreak.

## 7.0 Employee Vaccinations

The Jamie Banfield Design team will support Public Health messaging for vaccinations against pandemic or communicable diseases and may collaborate with Public Health to offer vaccination clinics in public facilities.

The Jamie Banfield Design team recognizes the public health benefits of vaccination programs to reduce illness, disability and death from community acquired diseases. Programs may be created to encourage employee participation in public health vaccination programs.

Effective August 31<sup>st</sup>, 2021, Jamie Banfield Design will require all employees who interact in person with employers, workers, members of the public, or other Jamie Banfield Design staff to be fully vaccinated against COVID-19. In implementing the policy, Jamie Banfield Design will consider its obligation to accommodate those staff who are unable to be vaccinated.

Evidence shows that vaccination in the best control measure available to prevent the spread of COVID-19. According to B.C.'s Ministry of Health, after factoring for age, unvaccinated people are approximately 26 times more likely to be hospitalized with COVID-19 than those who are fully vaccinated.

Consistent with the advice from WorkSafeBC, Jamie Banfield Design as a team made the decision around a mandatory vaccination requirement for all staff who interact in person with others, as well as any staff members entering a Jamie Banfield Design office.

The vaccination policy by Jamie Banfield Design is consistent with public health guidance.

While vaccines have been identified as a primary measure to prevent illness and reduce the risk of hospitalization and death from COVID-19, Jamie Banfield Design continues to follow its communicable disease prevention plan.

### Reasons to get Vaccinated.

- 1. Vaccine-preventable diseases have not gone away**  
The viruses and bacteria that cause illness and death still exist and can be passed on to those who are not protected by vaccines.
- 2. Vaccines will help keep you healthy**  
Vaccines can prevent short term illnesses and prevent long term chronic disability or increased risk of cancer depending on disease.
- 3. Vaccines are as important to your overall health as diet and exercise**  
Like eating healthy foods, exercising, and getting regular check-ups, vaccines play a vital role in keeping you healthy. Vaccines are one of the most convenient and safest preventive care measures available.
- 4. Vaccination can mean the difference between life and death**  
Vaccine-preventable infections can be deadly. Example: Every year in the US, prior to the COVID-19 pandemic, approximately 50,000 adults died from vaccine-preventable diseases.
- 5. Vaccines are safe**  
Potential side effects associated with vaccines are uncommon and much less severe than the diseases they prevent.
- 6. Vaccines will not cause the diseases they are designed to prevent**  
Vaccines contain either killed or weakened viruses, making it impossible to get the disease from the vaccine.
- 7. Young and healthy people can get very sick, too**  
Infants and older adults are at increased risk for serious infections and complications, but vaccine-preventable diseases can strike anyone. If you are young and healthy, getting vaccinated can help you stay that way.
- 8. Vaccine-preventable diseases are expensive**  
Diseases not only have a direct impact on individuals and their families, but also carry a high price tag for society as a whole.
- 9. When you get sick, your children, grandchildren, and parents may be at risk, too**  
Adults are the most common source of pertussis (whooping cough) infection in infants which can be deadly for babies. When you get vaccinated, you are protecting yourself and your family as well as those in your community who may not be able to be vaccinated.
- 10. Your family and co-workers need you**  
Millions of adults get sick from vaccine-preventable diseases, causing them to miss work and leaving them unable to care for those who depend on them, including their children and/or aging parents.

## 8.0 Promotion of Employee Mental Health (optional)

A communicable disease event may cause increased levels of stress or anxiety for employees. This is because some communicable diseases are new or evolved so the scientific facts about the hazards and risks of the disease may be unknown or uncertain. Uncertainty increases stress.

As part of this plan, it is a good opportunity to review related organizational policies and programs such as:

- Respectful Workplace <https://www.bcmsa.ca/download/12301/>
- Employee & Family Assistance Program
- Mental Health Program and Resources
- Prevention of Violence <https://www.bcmsa.ca/download/11511/>
- [WorkSafeBC resources - managing-mental-health-effects-covid-19-guide-for-employers](#)