
Pandemic Infectious Disease Outbreak Plan

1.0 Policy Purpose & Scope

The purpose of this Pandemic Infectious Disease Outbreak Plan is to establish a proactive, risk-based framework to protect the health and safety of all personnel, minimize workplace transmission of infectious diseases, and ensure continuity of critical operations during a declared pandemic or widespread outbreak. This policy applies to all employees, contractors, subcontractors, visitors, and any other persons entering company premises or performing work on behalf of the organization, regardless of location. It covers all phases of an outbreak: prevention, preparedness, response, and recovery. The policy is triggered by official declarations from federal, provincial, or local public health authorities (e.g., Public Health Agency of Canada, BC Centre for Disease Control) or by internal risk assessments indicating elevated community transmission levels.

2.0 Regulatory Context & Compliance

This policy is developed in accordance with the following legislative and regulatory requirements:

- (a) Workers Compensation Act (RSBC 2019, c. 1) – Part 3, Division 3 (Duties of Employers, Supervisors, and Workers) and Division 4 (Workplace Hazard Prevention);
- (b) Occupational Health and Safety Regulation (OHSR) – Sections 4.20 to 4.31 (General Hazard Identification and Control), Section 5.54 (Personal Protective Equipment), and Section 6.1 to 6.10 (Biological Agents);
- (c) Public Health Act (SBC 2008, c. 28) and associated orders from the Provincial Health Officer;
- (d) Canada Labour Code (if federally regulated) – Part II (Occupational Health and Safety);
- (e) Human Rights Code (RSBC 1996, c. 210) – Duty to accommodate based on medical grounds;
- (f) Personal Information Protection Act (PIPA) – For collection and use of health-related personal information. Compliance with this policy ensures alignment with WorkSafeBC enforcement expectations and public health directives.

3.0 Roles & Responsibilities

Employer/Management:

- (a) Establish and maintain this Pandemic Plan as a living document;
- (b) Appoint a Pandemic Response Coordinator (PRC) with authority to implement outbreak measures;
- (c) Ensure adequate resources (PPE, sanitization supplies, remote work infrastructure) are available;
- (d) Communicate outbreak status and policy changes to all workers;
- (e) Conduct risk assessments for all job tasks and locations;
- (f) Implement controls including engineering, administrative, and PPE as per the hierarchy of controls;
- (g) Comply with all public health orders and reporting requirements.

Supervisors: (a) Enforce the policy within their work areas;

- (b) Monitor worker health and symptoms, and direct symptomatic workers to stay home or seek testing;
- (c) Ensure work areas are sanitized and physical distancing measures are maintained;
- (d) Report any suspected workplace transmission to the PRC;
- (e) Facilitate training on outbreak protocols.

Workers: (a) Follow all outbreak-related procedures including hand hygiene, respiratory etiquette, and use of PPE;

- (b) Self-monitor for symptoms and report to supervisor immediately;
- (c) Stay home if feeling unwell or if required by public health orders;
- (d) Participate in training and drills;
- (e) Cooperate with contact tracing and health screening measures.

4.0 Program Execution & Procedures

4.1 Risk Assessment & Activation: The PRC will monitor public health alerts and conduct a risk assessment using a matrix of transmission level (low, moderate, high, critical) and operational criticality. When community transmission reaches 'high' or a pandemic is declared, the plan is activated. 4.2 Prevention Measures (Baseline):

- (a) Provide handwashing stations and alcohol-based hand sanitizers;
- (b) Post respiratory etiquette signage;
- (c) Encourage vaccination (e.g., influenza, COVID-19) through on-site clinics or paid time off;
- (d) Maintain cleaning schedules for high-touch surfaces.

4.3 Response Measures (During Outbreak):

- (a) Implement physical distancing (minimum 2 metres) and limit in-person meetings;
 - (b) Require masks or respirators (e.g., N95) in shared indoor spaces;
 - (c) Shift to remote work where feasible;
 - (d) Stagger shifts and breaks to reduce density;
 - (e) Conduct daily health self-assessments and temperature checks if directed by public health;
 - (f) Establish isolation protocols for symptomatic workers and arrange for testing;
 - (g) Perform contact tracing in coordination with local health authorities;
 - (h) Restrict non-essential visitors and travel.
- 4.4 Communication: Use SafeDesk to push real-time updates, policy changes, and training modules. All workers must acknowledge receipt. 4.5 Training: All workers must complete annual outbreak awareness training and additional training when the plan is activated. 4.6 Return to

Work: Workers who test positive or have symptoms must provide clearance (e.g., negative test, symptom resolution) before returning, per public health guidelines.

5.0 Review & Recordkeeping

Records:

- (a) All outbreak-related communications, training records, health screening logs, and contact tracing data must be retained for a minimum of 2 years, or longer if required by public health order;

(b) Records containing personal health information must be stored securely with access limited to the PRC and HR, and destroyed in accordance with PIPA after retention period.

Review: (a) This policy shall be reviewed annually by the Joint Health and Safety Committee (JHSC) or Health and Safety Representative, and updated within 30 days of any significant change in public health guidance or WorkSafeBC regulations;

(b) After any activation, a post-incident review must be conducted within 60 days to identify lessons learned and update the plan. The PRC is responsible for maintaining the master document and version control.

Regulatory Disclaimer: This policy is a generic organizational template. The end-user assumes all liability for reviewing and adapting these protocols to meet specific provincial regulations (e.g., WorkSafeBC, OHSA) and corporate requirements prior to formal implementation.