

# Communicable Disease Exposure Control Plan



**JUSTICE  
INSTITUTE**  
*of* BRITISH COLUMBIA

Current as of: March 16, 2022

Revision: 4

## Record of Changes

<b>Date</b>	<b>Revision</b>
2021-08-30	Original Issue
2021-09-10	Revision 1
2021-12-15	Revision 2
2022-03-09	Revision 3
2022-03-16	Revision 4

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## Land Acknowledgement

**JIBC has campuses located throughout British Columbia and we respectfully acknowledge that JIBC is situated on traditional, unceded and treaty territories of First Peoples.**

## Scope and Regulatory Compliance

The JIBC Communicable Disease Exposure Control Plan (this Plan) applies to all JIBC employees, contractors, students, and visitors on our sites and in community-based JIBC activities. This plan falls under the [JIBC Occupational Health and Safety Policy 2310](#), as a part of JIBC's Health and Safety Program and contains all general and disease-specific exposure control plans pertaining to JIBC activity.

The plan aligns with the intent and definition of:

- *B.C.'s Workers Compensation Act*
  - *Part 21 General duties of employers*
    - *G-P2-21 Communicable disease prevention*
- *B.C.'s Occupational Health and Safety Regulation*
  - *Section 4.85 Washroom facilities*
  - *Sections 4.70-4.80 Indoor air quality*
  - *Section 6.34 Exposure control plan*
- *B.C.'s Public Health Act*
- *BC's Reporting Information Affecting Public Health Regulation*
- [COVID-19 Return-To-Campus Guidelines](#) (AEST, updated January 28, 2022)

## Acronyms

AEST – Ministry of Advanced Education and Skills Training

BCCDC – British Columbia Centre for Disease Control

CDP – Communicable Disease Plan

ECP – Exposure Control Plan

EOC – Emergency Operations Centre

FA – First Aid

HR – Human Resources

HSEM – Health, Safety and Emergency Management (staff function at JIBC)

JCDECP – JIBC Communicable Disease Exposure Control Plan

MHO – Medical Health Officer (BC Regional Health Authorities)

OHS – Occupational Health and Safety

PHO – Public Health Office (BC)

PHAC – Public Health Agency of Canada  
PPE – Personal Protective Equipment  
SWP – Safe Work Procedure  
WHO – World Health Organization

## Statement of Purpose

The JIBC Communicable Disease Exposure Control Plan (this Plan) outlines the communicable disease prevention practices implemented at JIBC to prevent and respond to a communicable disease outbreak. An outbreak is defined as disease cases above what would normally be expected for a community, geographical area, or season. Outbreaks are declared by local public health authorities. This Plan outlines roles and responsibilities, routes of transmission, risk assessments and the control measures to reduce this risk.

A communicable disease is an illness that can be contracted through contact with a human or animal, their discharges, or contaminated items carrying an infectious agent. An infectious agent is a disease-causing organism, such as a bacteria, virus, or parasite. Once a person has contracted an infectious disease, they can then pass it on to others.

Examples of communicable diseases that may circulate in a workplace or post-secondary institution include but are not limited to COVID-19, norovirus, and seasonal influenza. The Reportable Communicable Diseases Schedule of BC's *Reporting Information Affecting Public Health Regulation* is attached as Appendix 1 for reference.

Any disease-specific Exposure Control Plans as required by the BC Occupational Health and Safety Regulation pertaining to JIBC activities will be incorporated as appendices to this Plan.

## Roles and Responsibilities

We all contribute personally and professionally to ensuring a healthy JIBC community by getting vaccinated (as we are able), following this plan and any specific event/activity safety plans, performing our daily health check, staying home when sick, wearing masks as required, following handwashing and hygiene etiquette, maintaining distance when space allows, and following public health guidance both on and off campus. It is up to each one of us to do our part, but it is our collective efforts that will make the difference. This is the time to be kind, to be calm, and to be safe.

### **Executive**

The Executive is responsible for:

- Ensuring the overall health protection of the JIBC community
- Ensuring implementation of this plan and provision of adequate resources to do so
- In periods of elevated risk, modifying Institute service models and levels following a risk-based approach in consultation with JIBC HSEM, AEST, and/or as ordered by national, provincial, or regional health authorities
- Ensuring support and compliance with the requirements of this plan are prioritized by Deans and Directors

### **Health, Safety & Emergency Management**

HSEM is responsible for:

- Monitoring guidance and/or orders regarding Communicable Disease prevention and mitigation from Federal and BC Health Authorities, the Ministry of Advanced Education and Skills Training (AEST) and WorkSafe BC; and updating the Plan
- Providing information and advice to executive; divisions/departments; the OHS committee; and individuals on the implementation of this Plan
- Developing safety training and ensuring records are maintained for the JIBC community, including for fit-testing whenever respirators are issued
- Support the OHS Committee to investigate and resolve any reported safety concerns

### **Deans and Directors**

Deans are responsible for:

- Ensuring the Plan is implemented in all departments/facilities under their authority.
- Addressing non-compliance with the Plan within their areas of responsibility, as necessary.

### **Managers/Supervisors**

Managers/Supervisors are responsible for:

- Advising employees of the Plan and the precautions needed to protect against, or respond to and mitigate, exposure to infectious agents.
- Ensuring their employees complete any training that is required under this plan.
- Monitoring the workplace to ensure their employees and students understand and follow the measures set out in the Plan, including temporary measures when implemented in periods of elevated risk.
- Investigate and resolve or refer any reported safety concerns to the OHS Committee and HSEM.

## Faculty and Program Staff

Faculty, with support of Program Staff, are responsible for:

- Advising students in their courses on the precautions needed to protect against, or respond to and mitigate, exposure to infectious agents.
- Ensuring students in their courses complete any training required under this plan.
- Monitoring students and teaching supports (eg. actors) to ensure they understand and follow the measures set out in the Plan, including temporary measures when implemented in periods of elevated risk.
- Resolve, or refer any reported safety concerns to Manager/Supervisor

All students, faculty and staff have the following responsibilities:

- Understand the Plan and follow the procedures outlined in the Plan to protect against exposure to infectious agents.
- Participate in education and training sessions.
- Use any required personal protective equipment (PPE) as instructed.
- Report health and safety concerns to their supervisors/instructors.

## How Communicable Diseases Spread

A communicable disease is any disease that passes between people or animals. People sometimes refer to communicable diseases as “contagious” or “transmissible” diseases. Pathogens, including bacteria, viruses, fungi, and protists (single cell organisms), cause communicable diseases. A person may develop a communicable disease after becoming infected by the pathogen.

Once a pathogen has entered a person’s body, it will begin replicating, and that person can then pass on the illness to others. The individual may also begin to experience symptoms, or remain asymptomatic and not know they have an illness. Some symptoms are a direct result of the pathogen damaging the body’s cells. Others are due to the body’s immune response to the infection. Communicable diseases are often mild, and symptoms pass after a few days. However, some can be extremely serious, potentially life-threatening, or resulting in long-term effects.

Transmission of disease happens differently for different pathogens. Understanding the how a particular pathogen it is transferred between people, what conditions it requires to stay viable between hosts, and the route of entry it takes into the body, tell us how we can prevent that transmission.

Transmission mechanisms include:

### Contact Transmission

Direct or indirect contact with a person, animal, or thing carrying the pathogen.

Direct contact is physical contact such as touching, kissing or any sexual contact.

Indirect contact involves the passive transfer of microorganisms via an intermediate object such as contaminated instruments, door handles, shower floors, or dirty pet fur.

### Droplet Transmission

Infected persons can generate large droplets during coughing, sneezing, or during certain medical procedures. These droplets can travel short distances (approx. 2 metres or less) through

the air and infect other persons when the droplets are inhaled or they contact eyes, nose, or mouth. Note infectious agents can remain active for varying amounts of time in droplets deposited on different surfaces and can then be transferred when touched via hand to eyes, nose, or mouth.

### Airborne Transmission

Infected persons can generate small airborne particles during coughing, sneezing, or during certain medical procedures. These smaller particles can remain suspended in the air for long periods of time and are widely dispersed by air currents.

#### Routes of entry include:

- Inhalation – breathing droplets or particles into the respiratory tract or lungs
- Ingestion – consuming contaminated food or water (often contaminated via fecal matter)
- Injection/puncture – contaminated sharps or animal/insect bites introduce pathogen to the blood stream
- Contact with eyes or mucous membranes
- Contact with skin surface

#### Examples of specific communicable disease transmission routes include:

- Breathing in droplets (influenza, legionnaires, COVID-19) or airborne particles (tuberculosis (TB), measles);
- Breathing in animal or bird fecal dust (hantavirus);
- Touching contaminated surfaces, pets, or people with transfer to mucous membranes of eyes, nose, or mouth (norovirus, influenza, TB, COVID-19);
- Touching contaminated surfaces or people with transfer through skin abrasions/cuts (staphylococcus, tetanus);
- Sexual intercourse (gonorrhea, HIV);
- Fecal/oral eg. food contamination, contact with dirty pet fur (hepatitis A; salmonella);
- Blood (human immunodeficiency virus (**HIV**), hepatitis B), bacteria (tetanus);
- Water (cholera);
- Insect or animal bites (mosquito- malaria and yellowfever; flea- plague); animals- rabies, tetanus)

## Prevention Strategies

Communicable disease prevention focuses on basic risk reduction principles to reduce the risk of transmission. The fundamental components of communicable disease prevention include both ongoing measures and additional measures to be implemented as advised by Public Health Authorities.

### Risk control

B.C.'s *Occupational Health and Safety Regulation* requires JIBC to implement communicable disease controls in the following order of preference:

Controls used to mitigate the risks of exposure include:

- Elimination: vaccination, removal from the situation
- Engineering controls: barriers that limit human contact (physical or electronic); ventilation



system design

- Administrative controls: hygiene procedures, cleaning practices, illness procedures, distancing practices; contact tracing
- Personal Protective Equipment (PPE): masks, respirators, gowns, gloves, face shields/goggles

### Ongoing Measures:

The following measures are detailed in Appendix A and form the baseline for all operations.

- Encouraging and supporting employees in receiving vaccinations for vaccine-preventable conditions to the extent that they are able.
- Supporting employees and students who may be sick with a communicable disease so they can stay home (for example, when exhibiting symptoms such as fever and/or chills, recent onset of coughing, diarrhea).
- Provide specific supports to International Students to meet Federal or Provincial requirements for Designated Learning Institution status including: pre-entry requirements; isolation plans; and support during periods of isolation to ensure understanding of public health requirements, access to medical and ability to meet daily living requirements.
- Ensuring building ventilation is properly maintained and functioning as designed.
- Promoting hand hygiene by providing hand-hygiene facilities with appropriate supplies and reminding employees through signage to wash their hands regularly and to use appropriate hand-hygiene practices.
- Maintaining a clean environment through routine cleaning processes and specific blood borne pathogen protocols.
- Monitoring any reported cases related to JIBC activities and providing information to health authorities as required.

### Responding To Elevated Risk

From time to time, public health officials may advise of elevated risks of specific communicable disease transmission in particular workplaces or contexts. Where public health has advised of an elevated risk relevant to an employer's workplace, region, or industry, employers must take steps to assess the risk in the workplace and implement commensurate control measures including any necessary measures directed by public health. JIBC will Implement risk-based Elevated Risk Measures following guidance or orders of the BC Centre for Disease Control (BCCDC), BC Ministry of Health, Public Health Officer, regional Medical Health Officer(s), WorkSafe BC, and AEST. JIBC will ensure consultation on how best to implement such measures with their Occupational Health and Safety Committees.

Elevated Risk Measures, when implemented and when lifted, will be communicated to Employees, Faculty, Contractors, Students and Visitors as Appendix B.1, B.2 etc in this plan, and via signage and web postings on both the public internet and staff intranet sites. These will be reinforced as required via email communications and/or specific mandatory course modules.

### Communication, Education, and Training

JIBC has established the following means of sharing information across the organization:

- Health and safety information on JIBC public webpage and staff intranet;
- Employee emails—sent on a regular basis;

- Student emails, web, and social media posts—issued on a regular basis; and
- Visitor and contractor information – sent via email, web and social media posts

Communicable disease is a matter of public health. Information noted within this plan is intended for all employees, faculty, contractors, students, and visitors.

All employees are required to take the Communicable Disease Safe Work Practices eLearn module incorporated in the Employee Safety Orientation e-course.

During periods of elevated risk specific mandatory e-courses may be required as a prerequisite to in-person course registration or site access for employees, faculty, contractors, students, and visitors.

## Review

This document will be reviewed on an annual basis and/or when there is a change in risk, and when there are changes to public health and BCCDC guidance documents and instructions for the prevention of communicable diseases. Occupational Health and Safety Committee(s) will be consulted on the plan and its implementation. HSEM is responsible to review and update the plan.

## Appendix A: Ongoing Measures

### Vaccination support

All employees and students are encouraged to be vaccinated against those communicable diseases for which vaccines are available, specifically including COVID-19.

JIBC provides vaccination support by means of:

- Up to two hours of paid leave for medical appointments for self or dependent (can be used for vaccination appointments) under Collective Agreement/Fair Comparison Handbook
- Up to three hours of paid leave specifically for COVID-19 vaccinations under Employment Standards Act
- On-campus and/or pharmacy-arranged Influenza vaccinations clinics
- Free hepatitis-B and tetanus vaccination for those employees determined as occupationally at risk through a job-specific risk assessment reviewed by HSEM

JIBC understands that not everyone will or can be vaccinated. When this is the case, and the individual's position or circumstances are evaluated as high risk, additional risk-control measures may need to be put in place, or a medically supported formal accommodation may be required. Contact Human Resources (employees) or Student Services (students) for information.

All employees, students and visitors are reminded that medical procedures, including vaccinations, are matters of personal, medical privacy. Collecting information regarding vaccination status must specifically be authorized by General Counsel and Human Resources. When such information is required for valid occupational safety or compliance reasons, it must be managed as confidential information.

### Building ventilation (HVAC systems)

Following the direction of WorkSafeBC and the PHO, institutions must ensure that building heating, ventilation, and air conditioning (HVAC) systems are operating and maintained in accordance with WorkSafeBC requirements and relevant ASHRAE Standards. HVAC systems that operate properly do not contribute to the spread of communicable diseases.

JIBC Facilities Management regularly assess and maintain our building HVAC systems to ensure they continue to meet (and exceed) these requirements. During periods of elevated risk – any changing HVAC requirements will be reviewed and addressed.

Our HVAC systems are effective on their own to achieve the currently recommended air refresh and filtration levels. Windows can be opened as needed for comfort.

### Cleaning requirements and provisions

#### Custodial Cleaning

The Institute is committed to maintaining a healthy environment through routine cleaning practices and implementing enhanced cleaning practices when recommended by public health during periods of elevated risk.

## Program Area or Service Unit Cleaning

Areas or units which may have specialized cleaning practices due to their activities or regulatory requirements (e.g. gymnasium mats, food service areas, etc.) should continue to follow those practices, in addition to any other requirements that may be in place from the PHO. Program areas are responsible for cleaning specialized equipment such as gym mats; turnout gear; high touch points on training vehicles.

## Shared Use Classroom and Prep-Room Supplies

Administrative Prep-Rooms and shared spaces such as the cafeteria are equipped with cleaning supplies that include:

- Health Canada approved hand sanitizer
- Health Canada approved disinfecting wipes (disinfectants should only be used on surfaces, not on people.)

All employees, students and visitors may wipe down any shared workstation and keyboards before use, using the disinfectant wipes provided.

## Daily health self-checks and illness reporting

### Daily health self-checks

All employees, students and visitors are advised to monitor their own health on daily basis and stayhome if they are feeling unwell. Daily health self-checks will be monitored and recorded only where and when they are required by industry-specific guidance or provincial/medical health officer direction.

The BC Thrive Health App should be used to guide daily health self-checks related to COVID-19 and assess any follow-up steps required: <https://bc.thrive.health/covid19/en>

Note that your daily health self-check and staying away when ill, should consider signs of communicable illnesses in general, not just COVID-19.

### Illness reporting

#### *Before coming on campus or attending an Institute event*

After completing a daily health self-check, any employee, contractor, student, or visitor who finds themselves feeling ill:

- must not come on campus or attend any Institute events
- follow current [JIBC Case Reporting Process](#) to ensure necessary actions are evaluated/taken
  - **Employees (staff and admin)** must inform their supervisor
  - **Faculty** must inform their program manager or coordinator
  - **Students** must inform their instructor by email

#### *While on campus, at an Institute event or within days of the visit*

Any employee, student or visitor who becomes ill on campus or at an Institute event, on practicum, clinical or other field placement:

- must leave campus or event if able, or seek assistance from First Aid who will provide assessment, temporary isolation, and refer for medical aid if appropriate

- follow current [JIBC Case Reporting Process](#) to ensure necessary actions are evaluated/taken
  - **Employees (staff and admin)** must inform their supervisor
  - **Faculty** must inform their program manager or coordinator when they are sick
  - **Students** must inform their instructor and/or program coordinator by email

*First Aid:*

- **New Westminster Campus –604-528-5678**
- **Maple Ridge Campus –Use Radio Callbox** in Classroom Complex hallway
- **Chilliwack Campus –604-402-9134**
- **Okanagan Campus –604-545-1120**
- **Pitt Meadows Campus –604-458-0294**
- **Victoria Campus –778-405-1288**

*Medical benefits and claims*

Employees and students should familiarize themselves with their extended medical benefits:

- [Employees](#) – Fair Comparison or BC Government Employees Union (BCGEU) benefits
- [Students](#) – Justice Institute Student Union (JISU) benefits for eligible students; International students should check their individual medical insurance policies.

Employees, students participating in practicum placements, or post-employment recruits who have contracted a communicable disease through a verified contact at work, or because of an outbreak at work, are eligible and should apply for a WorkSafeBC medical claim by completing a WorkSafeBC Form 6A [Worker’s Report of Injury or Occupational Disease to Employer](#) **and** emailing it to [safety@jibc.ca](mailto:safety@jibc.ca). They will help you through the remaining steps.

## International Student Readiness Plan

As required by AEST, JIBC has formalized processes to communicate COVID-19 specific travel requirements, including advance quarantine planning requirements to incoming international students. The quarantine plans remain active for the duration of the student’s stay in the country.

JIBC does not currently have residences or related food services operating. As all JIBC International students will live off-campus, they are provided the information and resources to enable them to quarantine in hotel or private accommodation with delivery food services, ensured access to remote medical consultations, and supported via regular phone check-ins from JIBC International Office staff throughout their quarantine period.

Should a student become ill after start of classes, they are expected to report the illness to their course supervisor. This would trigger our Case Reporting Process, including the resumption of the regular phone check-ins from JIBC International Office staff throughout any required quarantine/isolation period.

## Hand-hygiene requirements and provisions

As an active measure against the spread of communicable disease all employees, students and visitors are encouraged to frequently wash and/or sanitize their hands and to cough and/or sneeze into a tissue or their elbow.

Hand-washing facilities with soap are available in every washroom on all campuses. Hand sanitizer dispensers are located inside every main entry door and available at strategic locations in all main hallways.

All organized Institute events must include access to handwashing and/or sanitizing facilities. For courses taking place in community or at other off-campus locations – program coordinators and instructors are responsible to ensure handwashing and/or sanitizer is available and communicate its location.

### PPE Risk Assessment

The risk assessment table used below is adapted from WorkSafe BC *Occupational Health and Safety Regulation Guideline G6.34-6*. This guideline is used as a reference, to evaluate risk level to JIBC workers, depending on their potential exposure to communicable disease in the workplace.

#### Respiratory Illnesses – Risk Assessment based on contact levels

the level of risk and risk controls in place for these employees during normal operations.

	<b>Low Risk</b> <i>Persons who typically have limited or no contact with infected people.</i>	<b>Moderate Risk</b> <i>Persons who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces</i>	<b>High Risk</b> <i>Persons who may have contact with infected patients or with infected people in small, poorly ventilated workspaces</i>
<i>Hand hygiene</i>	<b>Yes</b> (washing with soap and water; using a Health Canada approved hand sanitizer rub or hand wipes that contain an effective sanitizer)	<b>Yes</b> (washing with soap and water; using a Health Canada approved hand sanitizer rub or hand wipes that contain an effective sanitizer)	<b>Yes</b> (washing with soap and water; using a Health Canada approved hand sanitizer rub or hand wipes that contain an effective sanitizer)
<i>Disposable gloves</i>	<b>Not required</b>	<b>Not required</b> , unless handling contaminated objects on a regular basis (or using disinfectant chemicals for extended period)	<b>Yes</b> , in some cases, such as when working directly with infected patients.
<i>Aprons, gowns, or similar body protection</i>	<b>Not required</b>	<b>Not required</b> , unless determined by a current task-based risk assessment*	<b>Yes</b> , in some cases, such as when working directly with infected patients.
<i>Eye protection—goggles or face shield</i>	<b>Not required</b>	<b>Not required</b> , unless determined by a current task-based risk assessment*	<b>Yes</b> , in some cases, such as when working directly with infected patients.
<i>Masks and/or N95 respirators</i>	<b>Not required</b>	<b>Not required</b> , unless determined by a current task-based risk assessment*	<b>Yes</b> , in some cases, such as when working directly with infected patients.

\*Task-based risk assessments can be arranged through HSEM

#### Respiratory Illnesses – Risk Assessment based on position type

<b>POSITION</b>	<b>LEVEL OF RISK</b>	<b>CONTROL PROCEDURES</b>
Public/student facing service counter employees	Low to Moderate	Regular and effective hand hygiene, illness protocols, cleaning practices. Barriers used in periods of elevated risk
Instructors (general)—on campus	Low to Moderate	Regular and effective hand hygiene, illness protocols, cleaning practices, PPE as per task-based risk assessment
Instructors (lab/clinical)—during HSD clinical placements at healthcare facilities	Moderate	Regular and effective hand hygiene, illness protocols, healthcare facility cleaning practices, PPE as per task-based risk assessment

Instructors (Close contact practice /simulation) – on campus	Low to Moderate	Regular and effective hand hygiene, illness protocols, cleaning practices, PPE as per task-based risk assessment
Instructors (other/offsite)	Low to Moderate	Regular and effective hand hygiene, illness protocols, PPE as per task-based risk assessment
Facilities employees	Low to Moderate	Regular and effective hand hygiene, illness protocols, cleaning practices, PPE as per task-based risk assessment
Managers	Low	Regular and effective hand hygiene, illness protocols, cleaning practices
General administrative employees	Low	Regular and effective hand hygiene, illness protocols, cleaning practices
First-aid Attendants	Moderate	Regular and effective hand hygiene, illness protocols, cleaning practices, PPE as per task-based risk assessment

## Blood Borne Pathogen Program

Insert here

## APPENDIX B: Elevated Risk Period Measures

### B.1 COVID-19

#### Disease Transmission & Route of Entry Information

Key symptoms of COVID-19 include: fever or chills; cough; loss of sense of smell or taste; difficulty breathing. Other symptoms may include: sore throat; loss of appetite; extreme fatigue or tiredness; headache; body aches; nausea or vomiting; diarrhea.

COVID-19 is spread by a variety of Coronavirus. It generally enters the body as a respiratory infection. Respiratory infections such as influenza (flu) and COVID-19 are mainly spread by liquid droplets that come out of the mouth and nose when a person with the virus breathes, coughs, sneezes, talks, or sings. They do not normally enter the body through skin contact, ingestion, or injection. However live virus can sometimes be transferred to the eyes, nose, and mouth by touching a contaminated person or surface and then touching your face.

#### Additional Temporary Control Measures


##### JIBC COVID-19 Safety Protocols Summaries– Per Elevated Risk Period


Tables listing measures in effect during changing risk periods and their supporting processes

- Spring 2022 – published March 16, 2022 & current
- Winter 2022 – published Dec 10, 2022
- Fall 2021 – published Sept 9, 2021
- July-August Transition Period 2021 – published July 7, 2021



April 2022 →	
<b>COVID-19 Orientation</b>	Program Areas and Meeting Organizers should reference JIBC.ca Return to Campus pages and distribute <a href="#">COVID-19-Safety-Orientation-2022</a> with their onboarding information.
<b>Vaccine Promotion &amp; Proof of Vaccine Card</b>	<p>JIBC will promote vaccines and make information available on <a href="#">how and where to obtain vaccines</a>.</p> <p>PHO orders regarding <a href="#">Proof of Vaccination</a> required to access discretionary activities on our campuses are in effect until April 8, 2022.</p> <ul style="list-style-type: none"> <li>• Fitness Room and any use of gym outside of class - users must be prepared to show their vaccine card and id on a spot-check basis</li> <li>• Classes, educational activities such as library use or writing tutorials, and normal use of the cafeteria do not require Vaccine Card check.</li> </ul> <p>Any collection of vaccine status information (for student practicum placements, or staff/instructor engagements at vaccine required client site) must be authorized through HR/Legal and managed as confidential information.</p>
<b>Hand Hygiene</b>	Handwashing and/or sanitizing must be maintained. Provision of either easy access to sinks for handwashing or hand sanitizer is a requirement for all programs on or off-site. Controls are no longer required related to touching books, papers, pens etc.
<b>Masks</b>	<p>Ensure a mask supportive environment</p> <ul style="list-style-type: none"> <li>• Masks are optional, except when designated as required ppe based on activity specific risk assessment</li> <li>• Any behavior that results in perceived pressure to 'not mask' must be avoided/managed</li> </ul>
<b>Personal Health Assessments</b>	<p>Ongoing personal responsibility. Every person must stay away from JIBC sites/activities if they have symptoms. Refer to Thrive Health Tools or 811 for up-to-date guidance on symptoms and whether testing required. Reporting of assessment completion is not required.</p> <p>Supervisors are responsible to send people home if they are believed to be ill and therefore a risk to other workers.</p> <p>Illness/Isolation reporting is required for International Students to instructor/ program staff/ <a href="mailto:safety@jibc.ca">safety@jibc.ca</a> per Readiness Plan requirements.</p>
<b>International Students</b>	Readiness plans, including PSI supports and monitoring of incoming and continuing international students, remain in effect to support potentially required quarantine periods.
<b>Course/Activity Illness Prevention Requirements</b>	<p><b>Educational activities (Courses, Tutorials)</b> Educational activities which require direct physical or close contact skills/simulation must:</p> <ul style="list-style-type: none"> <li>• establish Work Pods to limit exposure potential between classmates, and</li> <li>• limit exposure durations by distancing to extent space allows between any close contact activities</li> </ul> <p><b>Non-educational activities/events</b> ANY non-course activities involving external parties (guests, parents, VIPs, ticket holders, public etc)</p> <ul style="list-style-type: none"> <li>• The organizer must determine whether activity is subject to BC Vaccine Card Checks (until April 8, 2022); then ensure they comply with vaccine card process - <a href="mailto:Safety@JIBC.CA">Safety@JIBC.CA</a> can advise and Safety Ambassadors can assist.</li> </ul>
<b>Service Desk Barriers</b>	Barriers will be removed and stored for future high-risk period deployment.
<b>Off-Site/Contract Training Processes</b>	<p>Contracts should include <a href="#">clauses</a> related to Communicable Disease per legal guidance.</p> <p>Regional MHO/Local community/First Nations risk-level &amp; rules must be considered. Client sites to have Communicable Disease Plans or COVID Safety Plans. Requirements from those plans must be communicated in advance of contacting and provided to instructor.</p>

 <b>JIBC COVID-19 Safety Protocols Summary – Winter 2022</b>	
<b>January 2022</b>	
<b>Food Service / Catering</b>	<p>Follow <a href="#">Event Plan Guideline – Food Service</a>. Catering can be managed safely. People must be seated while eating. Each person must have a seat. Masks can be removed only while actively eating. No eating allowed in class or meeting room during class or meeting time. Ensure no congregating at serving stations or entrances. Outdoors rules are more relaxed. <i>All food service/catering/caféteria use is now subject to the PHO orders on Gatherings and/or Food and Liquor Serving Premises as updated time-to-time. Note regional orders may also be in place.</i></p> <p>Program Areas and Meeting Organizers should reference JIBC.ca Return to Campus pages and distribute <a href="#">COVID-19 Safety Orientation pdf</a> with their onboarding information.</p>
<b>COVID-19 Orientation</b>	<p>For activities taking place in Winter 2022: process remains and verify whether contract requires vaccination check for instructor going on-site. Regional MHO/local community/First Nations rules must be considered. Employers to have Communicable Disease Plans (rather than COVID-19 Safety Plans). Employer requirements from those plans must be communicated in advance of contacting and provided to instructor. Must provide our instructor an adequate teaching zone to allow a 2m buffer from the closest participant. Participant distancing is not required. <b>**Masks are required in indoor or in-vehicle teaching spaces - even if not normally an employee requirement at the employer's site.</b></p>
<b>Off-Site/Contract Training Processes</b>	<p>Follow <a href="#">JIBC Travel Guidance</a>. Within province travel is authorized. <b>Inter-provincial travel is authorized except for provinces with travel restrictions.</b> Inter-provincial travel for work or conferences to provinces with travel restrictions will require approval through the Executive until regional travel restrictions lifted. Traveler is required to research restrictions. International travel for work or conferences will require pre-approval through the Executive until such time as the Canadian Government Level III Avoid Non-Essential Travel Advisory for the destination (and any transit) country has been lifted. This includes the USA.</p>
<b>Travel</b>	<p>Readiness plans, including PSI supports and monitoring of incoming and continuing international students, remain in effect to support potentially required quarantine periods. International Students must now be vaccinated prior to entering the country.</p> <p>JIBC will promote vaccines and make information available on <a href="#">how and where to obtain vaccines</a>. PHO orders regarding <a href="#">Proof of Vaccination</a> required to access discretionary activities on our campuses are in effect.</p> <p>Fitness Room and any use of gym outside of class - users must be prepared to show their vaccine card and ID on a spot-check basis.</p> <p>JIBC Event Safety Plans must state how organizers will check vaccine cards if required by order. As of Dec. 20, 2021 a vaccine card check is required for all discretionary events (eg. staff engagement social) regardless of number of attendees.</p> <p>Classes, educational activities such as library use or writing tutorials, and normal use of the cafeteria do not require vaccine card check.</p> <p>Any required collection of vaccine information, eg. for student practicum placements, must be securely managed as confidential information.</p>
<b>International Students</b>	
<b>Vaccine Promotion &amp; Proof of Vaccine Card</b>	

 <b>JIBC COVID-19 Safety Protocols Summary – Winter 2022</b>	
<b>January 2022</b>	
<b>Masks</b>	<p>Face Coverings meeting <a href="#">BC CDC guidelines</a>, and covering nose and mouth, are required indoors in all common spaces including classrooms and vehicle teaching spaces or buses, and face-to-face meetings. Face shields alone are not adequate.</p> <ul style="list-style-type: none"> <li>Staff/Faculty – Mask not required when alone in an enclosed office or seated at your own personal desk in a shared office. If someone else joins you in your office or at your desk masks must be worn. (Side-by-side shared desks without cubicle dividers still require masks.)</li> <li>Not required by staff when providing client service at a service counter when protected by a barrier extending at least 30cm above/below the nose height of the person on either side.</li> <li>Allowed class/meeting exceptions: 1) Instructors, students and meeting presenters can remove masks to present from a safe zone at least 2m away from all others, assuming everyone else in the room remains masked. 2) Masks can be removed while actively eating, when seated in a location designated for eating. No eating allowed in classroom or meeting rooms during class or meeting time.</li> <li>Other specific exemptions – consult <a href="mailto:safety@jibc.ca">safety@jibc.ca</a></li> </ul>
<b>Room Occupancy Limits</b>	<p>Normal (pre-covid) room occupancy limits can be used for all JIBC spaces. PHO orders in effect Dec. 2021-Jan. 2022 limit venues seating more than 1,000 to 50% capacity.</p>
<b>Course/Activity Scheduling &amp; Safety Plans</b>	<p><b>Educational activities (Courses, Tutorials)</b></p> <p>Use <a href="#">Instructional Activity Room Scheduling</a> approvals process to schedule space. Educational activities which require direct physical or close contact skills/simulation must:</p> <ul style="list-style-type: none"> <li>establish Work Pods to limit exposure potential between classmates.</li> <li>limit exposure durations by distancing to extent space allows between any close contact activities.</li> </ul>
<b>Non-educational events</b>	<p>1) Non-educational events for students or ANY activities involving external parties (guests, parents, VIPs, ticket holders, public etc.) - Prior approval required:</p> <ul style="list-style-type: none"> <li>follow <a href="#">Non-Course Activity Approval and Booking Process</a></li> <li>Including <a href="#">Event Safety Plan</a> requirements. Recurring activities can be approved on one plan.</li> </ul> <p>2) Internal JIBC staff meetings and required work activities not involving external parties - No prior approval required. Apply:</p> <ul style="list-style-type: none"> <li><a href="#">Meeting Room Use Principles</a></li> <li><a href="#">Event Plan Guideline – Food Service</a></li> </ul> <p>3) For staff engagement/social activities on or off site follow <a href="#">Event Safety Plan</a> requirements – as of Dec. 20, 2021 these events require vaccine verification using the BC Vaccine Card QR code app.</p>
<b>Desktop Barriers</b>	<p>Generally not useful in full occupancy situations. Specific uses should be reviewed with <a href="mailto:safety@jibc.ca">safety@jibc.ca</a></p>
<b>Service Desk Barriers</b>	<p>Barriers meeting WorkSafe BC guidance to be used at all public/student facing service desks. Staff providing service may remove masks when protected by barrier.</p>
<b>Personal Health Assessments</b>	<p>Ongoing personal responsibility. Every person must stay away if they have symptoms. Refer to Thrive Health Tools or 811 for up-to-date guidance on symptoms and whether testing required. Reporting of assessment completion is not required on daily basis. Illness reporting is required to instructor/ program staff/ <a href="mailto:safety@jibc.ca">safety@jibc.ca</a> per Case Reporting process. Supervisors are responsible to send people home if they are believed to be ill and therefore a risk to other workers.</p>
<b>Case Reporting</b>	<p>Continue to follow <a href="#">Case Reporting &amp; Outbreak Management</a> process; refer to illness Response one pagers for quick reporting process summary.</p>
<b>Hand Hygiene</b>	<p>Handwashing and/or sanitizing must be maintained. Controls are no longer required related to touching books, papers, pens etc.</p>

	Sept-Oct	Expected Nov forward Subject to changes based on MHO/ or PHO guidance
<b>Masks</b>	<p>Face Coverings meeting <a href="#">BCCDC guidelines</a>, and covering nose and mouth, are required indoors in all common spaces including classrooms and vehicle teaching spaces or buses, and face-to-face meetings. Face shields alone are not adequate.</p> <ul style="list-style-type: none"> <li>Not required when alone in an office or seated at your own personal desk in a shared office. If someone else joins you in your office or at your desk masks must be worn. (Side-by-side shared desks without cubicle dividers still require masks)</li> <li>Not required by staff when providing client service at a service counter when protected by a barrier extending at least 30cm above/below the nose height of the person on either side.</li> <li>IMPORTANT: Instructors, students and meeting presenters can remove masks to present from a safe zone at least 2m away from all others, assuming everyone else in the room remains masked.</li> </ul>	<p>Anticipate change to: Mask Supportive Environment allowing mask wearing as "personal choice", at which time instructors will be authorized to move throughout space without masks. Diligence will be required to monitor and manage any bullying behaviour - either pro or anti-mask.</p>
<b>Occupancy Limits &amp; Space Booking</b>	<p>Educational activities (Courses, Tutorials, Library) return to Regular (pre-covid) Occupancy Limits. <i>Note: F2F Course Scheduling and Room Assignment approval process is still in place to manage limited space resources.</i></p> <p><b>Non-educational events</b></p> <ol style="list-style-type: none"> <li>Non-educational events for students, or ANY activities involving external parties (guests, parents, VIPs, ticket holders, public etc) return to pre-covid Occupancy limits up to 50. Activities greater than 50 people must both apply 50% room/space occupancy limit AND spread people out throughout the space.             <p>Prior approval is required following <a href="#">Non-Course Activity Approval and Booking Process</a>. As outlined in the process, an <a href="#">Event Safety Plan</a> is required. Recurring activities can be approved on one plan.</p> </li> <li>Internal JIBC staff meetings and required work activities not involving external parties return to pre-covid Occupancy limits up to 30. Activities greater than 50 people must both apply 50% room/space occupancy limit AND spread people out throughout the space. <b>No prior approval</b> required – use normal room booking processes and apply the following:             <ul style="list-style-type: none"> <li><a href="#">Meeting Room Use Principles</a></li> <li><a href="#">Event Plan Guideline - Food Service</a></li> </ul> </li> </ol>	<p>Ongoing PHO/MHO Gatherings orders may be lifted in November – removing COVID-19 related Occupancy Limits but all other requirements remain under JIBC Communicable Disease Plan.</p>
<b>Cohorts</b>	<p>For courses which require physical contact or simulation activities closer than 5m distance. Maintain work-pods or mini-cohorts within classes to limit number close-contact partners for duration of course. Specific uses should be reviewed with HSEM.</p>	Ongoing
<b>Desktop Barriers</b>	Removed from classrooms. Not useful in full occupancy situations. Specific uses should be reviewed with HSEM.	Ongoing
<b>Personal Health Assessments</b>	Ongoing personal responsibility. Reporting of completion is not required on daily basis. <b>Daily Instructor Checklist no longer required.</b>	Ongoing
<b>Case Reporting</b>	Reporting of illness is required per Case Reporting process. Supervisors are responsible to send people home if they are believed to be ill and therefore a risk to other workers.	Ongoing
<b>Hand Hygiene</b>	Continue to follow <a href="#">Case Reporting &amp; Outbreak Management</a> process; refer to illness Response one pagers for quick reporting process summary	Ongoing
	Handwashing and/or sanitizing must be maintained	Ongoing
	Controls are no longer required related to touching books, papers, pens etc.	Ongoing

	Sept-Oct	Expected Nov forward Subject to changes based on MHO/ or PHO guidance
<b>Cleaning</b>	<p>Facilities ensure daily cleaning plus seasonal added high-touch-point cleaning. Room cleaning between different classes on same day is no longer required. Program areas are responsible for cleaning program specific equipment.</p>	<p>Ongoing -seasonal requirement linked to Flu Season</p>
<b>Service Desk Barriers</b>	<p>Barriers to be used at all public/student facing service desks. Staff providing service may wear masks when protected by barrier.</p>	To be evaluated
<b>Food Service / Catering</b>	<p>Follow <a href="#">Event Plan Guideline - Food Service</a></p> <p>People must be seated while eating indoors and not "table hop" i.e. socialize between tables. Provisions must be made to ensure no congregating at serving stations or entrances. Each person present (other than serving staff) must have a specific seat. <i>All food service/catering/coffee use is now subject to the PHO orders on Gatherings and/or Food and Liquor Serving Premises as updated time-to-time. Note regional orders may also be in place</i></p>	<p>Anticipate change. Continues until PHO orders lifted.</p>
<b>Orientation Course</b>	<p>The Blackboard COVID-19 orientation course JIBC.0001 in no longer required as pre-requisite to F2F classes or work.</p> <p>Program Areas and Meeting Organizers should reference JIBC.ca Return to Campus pages and distribute <a href="#">COVID-19 Safety-Orientation.pdf</a> with their onboarding information.</p>	
<b>Off-Site/Contract Training Processes</b>	<p>For activities taking place in FALL 21: process remains. Regional (MHO)/Local Community/First Nations rules must be considered. Employers to have Communicable Disease Plans (rather than COVID Safety Plans). Employer requirements from those plans must be communicated in advance of contacting and provided to instructor. Must provide our instructor an adequate teaching zone to allow a 2m buffer from the closest participant. Participant distancing is not required. <b>**Masks</b> are required in indoor or in-vehicle teaching spaces - even if not normally an employee requirement at the employer's site.</p>	<p>Anticipate reduced use. Mask requirement will be removed when PHO Face Covering Order rescinded (currently expires Oct 31).</p>
<b>Travel</b>	<p>Follow <a href="#">JIBC Travel Guidance - COVID-19 BC Restart Step 3</a></p> <p>Within province travel is authorized. Avoid travel to Interior and Northern BC if not essential to provide education – until regional MHO orders lifted.</p> <p>Inter-provincial travel is authorized except for provinces with travel restrictions. Inter-provincial travel for work or conferences to provinces with travel restrictions will require approval through the Executive until - regional travel restrictions lifted. Traveler is required to research restrictions. International travel for work or conferences will require pre-approval through the Executive until such time as the Canadian Government Level III Avoid Non-Essential Travel Advisory for the destination (and any transit) country has been lifted. This includes the USA.</p>	<p>Changes dependent on Provincial or Canadian Government guidance</p>
<b>International Students</b>	<p>Readiness plans, including PSI supports and monitoring of incoming and continuing international students, remain in effect to support potentially required quarantine periods.</p>	Ongoing
<b>Vaccine Promotion &amp; Proof of Vaccine Card</b>	<p>JIBC will promote vaccines and make information available on how and where to obtain vaccines.</p> <p>JIBC will follow PHO orders regarding <a href="#">Proof of Vaccination</a> required to access discretionary activities on our campuses beginning Sept 13. JIBC Event Safety Plans must state how organizers will control access and verify Vaccine Cards. Classes and educational activities such as library use or writing tutorials, and the cafeteria will not be affected.</p> <p>For any required collection of vaccine information, <a href="#">see</a> related to a student practicum placement, information must be securely managed as confidential medical information.</p>	Ongoing

**Introduction**

As set out in the BC PSI Return-to-Campus guidelines, the Step 3 period of the BC Restart Plan is to be managed as a Transition Period. Although personal gatherings are allowed to return to normal, the Guideline sets out continuing clear requirements with gradual reduction of controls for all other aspects of JIBC activity.

**Post-Secondary Examples of B.C.'s 5-Step Restart Plan**

*Note: The table provides examples for the transition period. The table is not intended to be used as a checklist. The table is not intended to be used as a checklist. The table is not intended to be used as a checklist.*

Step	Guidelines	Examples	Transition Period
4	Relax mask policy further to "recommended" not "required."	Relax mask policy further to "recommended" not "required."	Relax mask policy further to "recommended" not "required."
3	Relax mask policy further to "recommended" not "required."	Relax mask policy further to "recommended" not "required."	Relax mask policy further to "recommended" not "required."
2	Relax mask policy further to "recommended" not "required."	Relax mask policy further to "recommended" not "required."	Relax mask policy further to "recommended" not "required."
1	Relax mask policy further to "recommended" not "required."	Relax mask policy further to "recommended" not "required."	Relax mask policy further to "recommended" not "required."

**Guidelines for JIBC**

Category	July	August
<b>Masks</b>	Return to controls in place prior to November when masks were "recommended"	Relax mask policy further to "recommended" not "required."
<b>Distancing &amp; Occupancy Limits</b>	Required when/if you must be closer than 2m to indoors. Not required for everyone when alone in an office or cubicle with walls extending at least 30cm above/below the nose height of the person on either side. <b>IMPORTANT:</b> Instructors can teach from their instruction zone without masks, and those protected by desktop barriers in classrooms can remove masks when seated. Occupancy limits maintained. Distancing of 2m to be maintained when possible, with close contact time limited to only what is necessary to enable required learning outcomes).	Return most spaces to maximum occupancy limits (note limitations for non-instructional activity remain under current PHO Gatherings order). Start process to remove signage on distancing and traffic flow management. Start adding furniture to all spaces to meet fall requirements. Signage guidance must continue to be followed until signs are removed.
<b>Cohorts</b>	Maintain work-pods or mini-cohorts within classes to limit close-contact partners for duration of course. Programs to review with HSEM if this has impact on achieving learning outcomes.	Continue practice of assigning work-pods or mini-cohorts within classes to limit close-contact partners for duration of course. Programs to review with HSEM if this has impact on achieving learning outcomes.
<b>Desktop Barriers</b>	Maintained in classrooms when used to increase occupancy numbers.	Start transition of classroom setups to remove desktop barriers.

Category	July	August
<b>Personal Health Assessments &amp; Daily Instructor Checklist Confirmations</b>	Return to controls in place prior to November when masks were "recommended"	Subject to changes based on MHQ/ or PHO guidance
<b>Risk Assessments &amp; Activity Approval Processes (SBWG)</b>	Maintain for students/instructors. Employees can transition to being responsible for their personal assessments prior to attending a site/class without reporting daily to supervisor. Supervisors must confirm occasionally that assessments are being completed.	Shift to regular communication of expectation to symptoms present, but no required documentation or daily confirmation of student completion by instructors (i.e., no Daily Checklist). Employees responsible for their personal assessments prior to attending a site/class without reporting daily to supervisor. Supervisors must occasionally confirm that assessments are being completed.
<b>Off-Site/Contract Training Processes</b>	Maintain existing process, update with current guidance	Remain in place. Anticipate reduced complexity or change of focus for risk assessments. Non-instructional activity is still subject to active PHO orders. A new PHO order on Gatherings and Events was issued July 7, 2021 which continues to set requirements and limitations for activities such as large staff meetings, special events, research days, recruitment fairs – occupancy is one of but not the only issue identified.
<b>Case Reporting/Cleaning/Service Desk Barriers</b>	For activities taking place in July: process remains. Local community/First Nations rules must be considered. Employers not required to have Covid-19 safety plans. JIBC is coordinating course, 5m <sup>2</sup> space per person required (simple site survey). If on single employee site, they must provide our instructor an adequate teaching zone with a 2m buffer from the closest participant, but participant distancing/masking while seated is up to employer. If instructional activity requires physical contact, then masks are required for that activity.	For activities taking place in August or later: Local community / First Nations guidance must be considered, but otherwise: Relax distancing/occupancy limits to normal. Participants may choose to wear masks in close proximity. Must continue to provide our instructor an adequate teaching zone with a 2m buffer from the closest participant.
<b>Return to On-Campus Work</b>	Maintain current process (expect to maintain throughout fall/winter flu season)	Maintain high touch point cleaning (expect to maintain throughout fall/winter flu season)
<b>Open Campus Face-to-Face Services / Catering</b>	Maintain or add barriers when reopening face-to-face service desks (expect to maintain throughout fall)	Maintain or add barriers when reopening face-to-face service desks (expect to maintain throughout fall)
<b>Hand Hygiene</b>	Anyone working in private office spaces, or in full-height walled cubicles that only open onto a hallway, i.e. not open to another desk, can start to return without special HSEM consultation. Supervisors must provide coaching on continued expected behaviours. Those with shared offices or partially open cubicles must review safety plans with Senior Manager Health, Safety and Emergency Management prior to return.	As/when service group clean/director determines ready to do so.
<b>Travel</b>	People must be seated while eating indoors and not move between tables. Provisions must be made to ensure no congregating. Each person present (other than serving staff) must have a specific seat. All food service/catering/cafe/terria use is now subject to the PHO orders on Gatherings and/or the Food and Liquor Serving Premises updated from time-to-time & most recently July 7, 2021 and June 30, 2021 respectively. Consult Senior Manager Health, Safety and Emergency Management to develop risk assessments.	Handwashing and/or sanitizing must be maintained. Relax controls related to touching books, papers, pens etc.
<b>International Students Vaccine Promotion</b>	Maintain: Travel/teaching out of province to be approved case-by-case by executive. Travel out of country is not supported. Exceptions must be approved case-by-case by executive (expect to continue through fall).	Maintain: Travel/teaching out of province to be approved case-by-case by executive. Travel out of country is not supported. Exceptions must be approved case-by-case by executive (expect to continue through fall).
	Readiness plans, including PSI supports and monitoring of incoming and continuing international students, remain in effect to support potentially required quarantine periods.	Readiness plans, including PSI supports and monitoring of incoming and continuing international students, remain in effect to support potentially required quarantine periods.
	JIBC will promote vaccines and make information available on how and where to obtain vaccines. We will not require statements or documentation from students or staff on whether someone has received a vaccine or not. There is a requirement for this information related to a student practicum placement, information must be collected and treated in a confidential manner.	JIBC will promote vaccines and make information available on how and where to obtain vaccines. We will not require statements or documentation from students or staff on whether someone has received a vaccine or not. There is a requirement for this information related to a student practicum placement, information must be collected and treated in a confidential manner.

## B.2 Place-holder Disease Specific Additional Temporary Measures



## Appendix 1 - Reportable Communicable Diseases

Reportable Communicable Diseases Schedule is found stating on page 10 of the [REPORTING INFORMATION AFFECTING PUBLIC HEALTH REGULATION](#)