

## **Claudia Lohmann Studio Gallery**

### **Communicable Disease Prevention Plan**

**Last Updated: Sep 14, 2021**

Understand the risk.

Document your process for monitoring and reviewing communicable disease-related information issued by your regional medical health officer or the provincial health officer. This should include the person responsible for reviewing and monitoring information as well as the process and/or frequency for the information review.

**The Studio Gallery will ensure that their updated COVID-19 communicable disease prevention plan is available and accessible at their front entrance of their studio gallery and our website. Each week we will review the Communicable Disease Prevention Guide and the Province Wide Restrictions, to confirm that all COVID-19 protocols and policies are being followed. These policies include but are not limited to physical distancing, masks, enhanced cleaning and disinfection, and signage.**

Implement measures, practices, and policies to reduce the risk.

Implement policies to support staff who have symptoms of communicable disease so they can avoid being in the workplace when sick.

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from person to person. Examples of communicable diseases that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.

**The Studio gallery will remain closed if Claudia or team have the following symptoms: fever, dry cough, tiredness, aches and pains, sore throat, headache, loss of smell or taste, difficulty breathing or shortness of breath and loss of speech or movement.**

**If a team member is feeling symptomatic, they are to abide by the following procedure:**

- 1. Notify other staff members of illness and stay at home.**
- 2. Seek medical care if the symptoms persist**
- 3. Access work files remotely and work from home if capable.**
- 4. Arrange video conferencing as needed.**
- 5. Return to work once symptoms have stopped.**

**Visitors of the studio gallery are required to wear a mask.**

Provide hand-hygiene facilities and appropriate supplies.

Use policies and signage to remind visitors and the team to wash their hands and to cover coughs and sneezes.

**The gallery will communicate the appropriate practices by having the following resources available at the front entrance.**

**Prevent the spread of communicable disease, Prevent the spread of communicable disease, Cover coughs and sneezes, how to wear a face mask. At the front hand sanitizer will be abundant and available.**

Maintain a clean environment through routine cleaning processes that are appropriate for your industry and work practices.

What is the cleaning schedule at your workplace? Who is responsible for cleaning? Do cleaners have appropriate supplies and training to do their jobs effectively and safely?

**High touch areas such as tables, doorknobs, light switches, handles will be disinfected regularly. When using cleaning products, the designated staff member will follow this procedure:**

- **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.**

Communicate measures, policies, and procedures.

How are measures communicated at the workplace? How are supervisors made aware of changes to measures? Identify any workplace signage used to communicate measures?

**The following posters will be posted at front entrances: Prevent the spread of communicable disease, Cover coughs and sneezes, how to wear a face mask. This form, Communicable disease prevention: A guide for employers, will be posted in an accessible place at the front entrance.**

Monitor your workplace and update your plan as necessary.

What process is in place at your workplace to monitor what measures are being followed? Where can workers go to escalate health and safety concerns? How are workers involved in the ongoing evaluation of measures at their workplace?

**Signage and up-to-date policies will be readily available at the entrance building entrance.**