

Restricted Access Policy

written by vickyp | April 16, 2020



1. POLICY

- 01 Access to the XYZ Co. premises will be restricted and controlled consistent with the provisions outlined herein in the event of a pandemic or other outbreak of a communicable disease which poses a health risk.

2. PURPOSE

- Minimizing the spread of pandemic influenza infections in the workplace and ultimately in the broader community is the purpose of this Statement of Policy and Procedure.

3. SCOPE

- 01 All employees, customers and supplies are subject to this Statement of Policy and Procedure.

4. RESPONSIBILITY

- 01 The **Pandemic Liaison** is responsible as follows:
 - To ensure the consistent application and administration of this policy; and
 - To approve the introduction of any modifications to it.
- Supervisors and employees are responsible for following any directives issued by the World Health Organization (WHO) and/or appropriate health authorities.
- The responsibility for ensuring that employees are kept up to date, informed of the status of any outbreak, and any changes to restrictions to access of the premise rests with the Human Resources Department in co-operation with Supervisors.
- When required, employees are responsible to minimize the requirement for visitors to attend the premises as follows:
 - Meeting off-site; or
 - Conduct business through other ways such as electronic means.
- Informing external contacts who would otherwise be accessing the premises of any restricted access provisions affecting the premises is the responsibility of the

employees.

5. DEFINITIONS

- 01 **“Alert period”** is the period of time after the declaration of pandemic phase 1 by WHO, but before the declaration of pandemic phase 5.
- **“Other outbreak of a communicable disease”** means an outbreak of a communicable disease as designated by the local, provincial or federal medical officer of health, but which is not declared a pandemic by WHO.
- **“Pandemic”** is defined as a worldwide epidemic as designated by the WHO.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Emergency Program Act (British Columbia)

Employment Standards Act (British Columbia) Public

Health Act (British Columbia)

HR 6.10 BC – Emergencies and Business Interruptions

7. PROCEDURE

- 01 In the event of an outbreak or pandemic alert period:
- Hand sanitizers
- All entrances must have sanitizers.
- All persons leaving or entering the premises are required to apply sanitizers to their hands.
- frequent hand washing by employees in accordance with techniques recommended by public Health.
- recommended procedures and protocols regarding sneezing, coughing and proper hygiene shall be followed and maintained by all employees.
- recommended procedures and protocols regarding the cleanliness of the workplace and premises in general shall be followed by all employees.
- In the event of a pandemic, or when directed by the appropriate health authority, in addition to paragraph.
- **above:**
- all visitors and all employees to the premises must complete an Influenza-Like Illness (ILI) assessment form (see Attachment A) in the main reception area which is supervised by reception staff before they are allowed further access to the premises. All access to the premises must be made through the main entrance;
- persons who answer “Yes” to any questions contained in the (ILI) have the following consequences:
- Those persons will not be granted access to the premise; and
- Those persons will be advised to consult with a medical health care professional as soon as possible.
- persons who answer “No” to all of the questions in the (ILI) will be allowed access to the premises to report for work;
- procedure for visitors who have answered “No” to all of questions in the (ILI) is as follows:
- Must sign in with reception staff;
- Provide a valid reason for their visit; and

- Reception staff will confirm all reasons provided prior to admission of visitors to the premises.
- Protocols or Directives issued by the appropriate health authority must be followed by all employees and visitors.

8. ATTACHMENTS

Attachment A – Influenza-Like Infection Assessment Form

ATTACHMENT A

INFLUENZA-LIKE INFECTION ASSESSMENT FORM

Have you experienced the following within the past three (3) days?

Sudden onset of respiratory illness (e.g., shortness of breath or difficulty breathing, coughing up bloody sputum, wheezing),	YES	NO
AND		
Fever greater than 38 degrees Celsius,	YES	NO
AND		
Any of the following:		
Sore throat	YES	NO
Aching joints	YES	NO
Muscle aches or weakness	YES	NO
Extreme drowsiness	YES	NO
Feeling disoriented and confused	YES	NO
Extreme pain in the ear	YES	NO

IF YOU ANSWERED 'YES' TO ANY OF THE ABOVE, YOU WILL NOT BE ADMITTED TO THIS WORK SITE.

FOR YOUR OWN SAFETY AND THAT OF OTHERS, YOU SHOULD IMMEDIATELY GO HOME AND CONTACT YOUR FAMILY DOCTOR.