

BCQS Health and Safety

Procedure and Policy Regarding COVID-19 and other Virus Outbreaks

Purpose

The purpose of the Health and Safety Policy is to clearly communicate BCQS' commitment to provide a healthy and safe working environment and to outline individual health and safety responsibilities for implementing this policy.

Application and Scope

This policy applies to all employees, volunteers, and visitors at BCQS.

Principles

1. BCQ values the health, safety and well-being of the BCQS community and is committed to providing a safe working environment. This will only be achieved through policies, procedures and guidelines that meet or exceed local health requirements within each of our various locations.
2. Employees are expected to comply with the regulations and practices outlined within the BCQS Health and Safety Policy.
3. Employees are expected to consider health and safety in day-to-day activities and refrain from any activity that may endanger their health and safety or that of another person.
4. Employees are expected to familiarize themselves with emergency procedures applicable to their individual BCQS location.
5. Employees are expected to promptly report any incident, injury, workplace hazard, or illness that is outlined in this Policy.

Employee Illness Response and Expectations

BCQS encourages all employees to stay home if they are feeling sick with any of the following symptoms:

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Please note that employees do not require a healthcare provider's note if sick with acute respiratory illness.

BCQS recommends the following practice to limit the spread of both seasonal influenza and virus:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover your mouth and nose when you cough or sneeze; if you don't have a tissue, sneeze or cough into your sleeve or arm.
- Clean and disinfect frequently touched objects and surfaces.

Reducing the spread of illness such as seasonal colds and flu can help ease the pressure on local health systems and protect people who are at a high risk due to age or pre-existing health conditions.

Seasonal Flu vs. Pandemic Flu

	Seasonal Flu	Pandemic Flu
How often does it happen?	Annually and usually peaks between December and February.	Rarely
Who is at risk for complications?	Typically infants, elderly, pregnant women, extreme obesity and persons with certain chronic medical conditions.	Same as Seasonal Flu, however healthy people also may be at high risk for serious complications. BCQS advises all employees to review medical precautions and advisories within their various location through their local Public Health.
Where can I get medical care?	Health care providers and hospitals can usually meet public and patient needs.	Health care providers and hospitals can usually meet public and patient needs. Note, that alternate care sites may be available to meet the public and patient needs.