



Communicable Disease Prevention Plan For Staff and Visitors

As of July 1, 2021, British Columbia has transitioned from COVID-19 requiring workplace safety plans to highlighting communicable disease prevention, which focuses on basic risk-reduction principles to lower the risk of workplace transmission of COVID-19 and other communicable diseases.

We will monitor disease-related information issued by the regional medical health officer and the provincial health officer, and update this policy as required.

This replaces the Covid-19 Safety Plan. Key differences are the following:

- With approval of our company president, tutoring may occur at a student's home.
- Employees and visitors are not required to complete a form before visiting.

Staff and visitors must follow these policies:

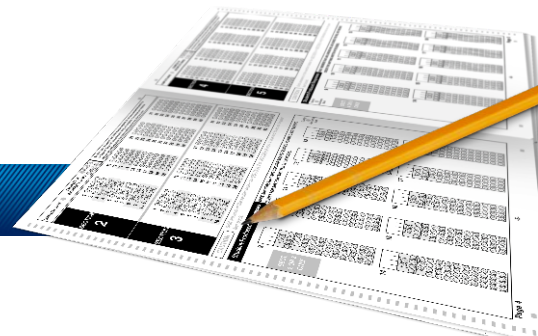
Reduce the Risk

- If you are sick, do not come into our office.
- If employees are sick or required to quarantine under provincial or federal guidelines, they may request to work from home.
- Tutoring may be conducted online when staff or students are ill or in quarantine, if both are able to conduct online sessions.
- Parents and caregivers must assess children daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease before sending them to in-person tutoring sessions. If a student develops symptoms while at home, parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
- Staff and visitors should follow posted signs regarding:
 - [Handwashing](#)
 - [Coughing and sneezing](#)

Your Score Booster
Get In

Admissions Test Preparation

www.YourScoreBooster.com





- Never turn off air ventilation while the office is occupied. Any use of fans should ensure that they avoid blowing air directly from one person's breathing zone into another's. Air flow should move downward from the ceiling.
- Staff or visitors should immediately report problems with ventilation and air circulation to the office assistant.
- Plexiglass dividers will separate tutors from students.
- Masks are still required under company policy, as many students have not yet been immunized.
- Avoid handshaking. Maintain physical distance when possible.
- Clients and employees should wash hands:
 - Before and after work and breaks
 - After using the washroom
 - After handling cash
 - After sneezing or coughing into hands or tissue
 - Whenever hands are visibly dirty
- Avoid face touching with unwashed hands.

Communication

- The webpage www.YourScoreBooster.com/visit will include policies regarding communicable disease for staff and visitors to follow.

Monitor

- The office assistant will weekly monitor provincial [orders, notices or guidance by the provincial health officer](#).
- Employees or staff may contact company president Richard Dalton at richard@yourscorebooster.com or 604-630-6684 with any concerns.

Your Score Booster
Get In

Admissions Test Preparation

www.YourScoreBooster.com

