Policy Statement

[Company Name] is committed to providing a healthy and safe working environment for all staff. Infectious diseases within the workplace can occur at any time. To minimize exposure to infectious diseases within the workplace, [Company Name] will use a combination of controls to protect staff. [Company Name] will demonstrate our commitment by providing financial, physical, and human resources. The success of this program will rely on the full cooperation of all workplace parties (employers, managers, supervisors, and staff).

Purpose

Monkeypox is a viral zoonotic (transferred from animals to humans or vice versa) infectious disease that is caused by the Orthopox virus. The purpose of this program is to provide information on the responsibilities and related practices [Company Name] is implementing to prevent or reduce exposure to this infectious disease.

Responsibilities

The following lists outline the responsibilities of employers, supervisors, and workers.

Employers

- Ensure workers and supervisors are trained adequately to respond to a monkeypox outbreak.
- Ensure resources, such as personal protective equipment (PPE), are available when working in high-risk environments where exposure can result.
- Ensure an effective sick leave policy is in place.
- Provide any relevant PPE when dealing with a Monkeypox outbreak.
- Consult the Joint Health and Safety Committee (JHSC) about Monkeypox prevention policies and related procedures.
- Take every reasonable precaution to protect workers.
- Regularly review provincial (Public Health Ontario) and federal (Health Canada) recommendations.

Supervisors

- Ensure all workers are trained and understand their responsibilities as it relates to infectious diseases.
- Enforce policy through regular monitoring.
- Take every reasonable precaution to protect workers.

Workers

- Comply with policies and procedures at all times.
- Participate in regular education as established by the organization
- Report any hazard, equipment problem, or any other unsafe task immediately to the supervisor.
- Report any exposure to the supervisor immediately and co-operate with the investigation, as required by management
- Use any PPE as directed by the supervisor.

Risk Assessment

A risk assessment has been carried out to identify the risks associated with the Monkeypox virus, using the **Infectious Disease Risk Assessment Tool**.

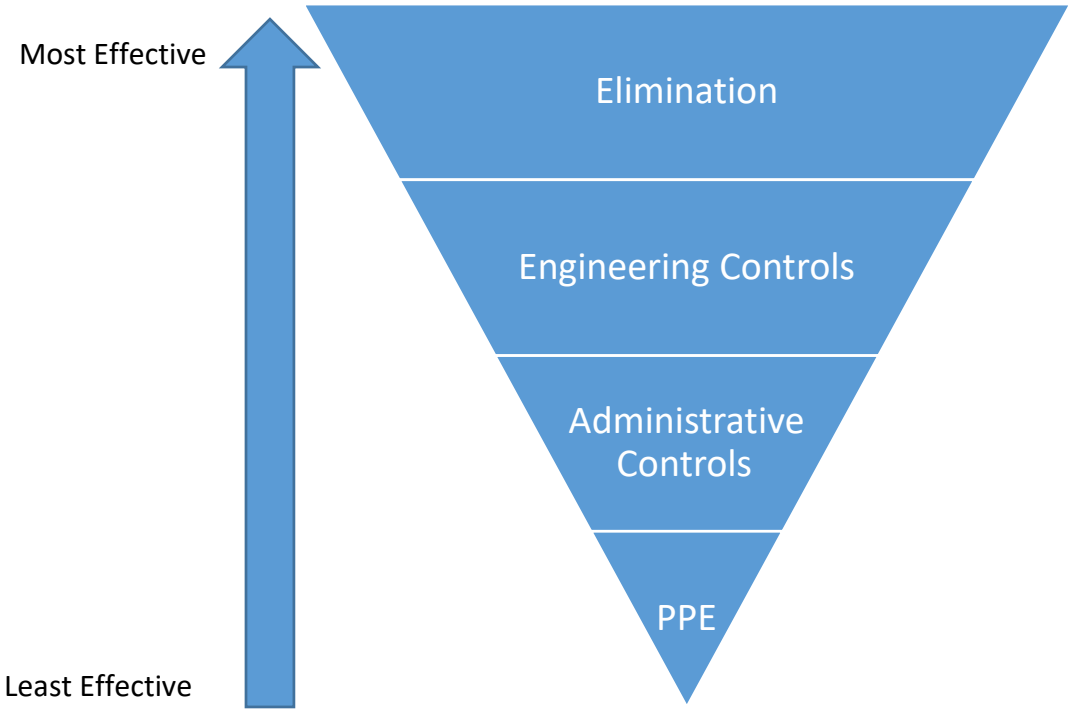
See below for a sample of one identified task and its related controls. For further information on how to fill out the Infectious Disease Risk Assessment Tool, click here <link to *How to Carry Out a Risk Assessment for Infectious Diseases* document>.

Identify Risk			**Analyze Risk**			**Assess Risk**	**Manage Risk**
Task	**Potential Risk of Exposure**	**Mode of Transmission**	**Existing Controls**	**Contributing Factors**	**Applicable Standards**	**Risk Level**	**Proposed Controls**
[Insert identified task for when staff can be exposed to an infectious disease]	*[Insert description of the risk]*	*[Decide what the mode of transmission is – how is the disease spreading?]*	*[Insert the current control you have in place]*	*[Insert the factors which can affect the risk level]*	*[Insert standards or regulations which are applicable]*	*[Calculate the risk level, using the Risk Matrix]*	*[Identify additional controls which you can implement to reduce your risk level]*
Working in office cubicle near other workers	Staff member is coughing and sneezing in close proximity to other workers	Droplet	Hand and hygiene facilities Daily janitorial services	Number of staff in office No sick leave policy Workers coming to work sick	OHSA (2)(h)	Severity = Moderate Likelihood = Possible Risk = **Medium**	Illness reporting policy Screening Handwashing Staying at home when sick Benefit plan for workers to support stay at home

Providing first aid	Contact with bodily fluid and close proximity to infected person	Droplet	Proper etiquette	Workers coming into work sick	OHSA (2)(h)	Severity = moderate Likelihood= Likely Risk = **Medium**	Masking policy Onsite screening Hand etiquette practices

Control Measures

When considering which control measures to implement, use the hierarchy of controls. The hierarchy of controls is as follows:



Elimination can be described as physically removing the hazard. In the context of infectious diseases, physically removing the hazard would mean to physically remove the agent causing the disease. An example of this is working entirely from home and carrying out virtual appointments/meetings.

Engineering controls involve isolating workers from the hazard via physical or mechanical means. Examples of this include HEPA ventilation, getting vaccinated, and/or placing barrier screens between workers.

Administrative controls involve changing the way workers work. Examples of administrative controls are sick leave polices, physically distancing, hand hygiene procedures, and signage.

Lastly, **personal protective equipment** involves having workers wear equipment in order to protect themselves from the hazard. Examples of this type of control include wearing respiratory protection, gloves, or a face shield.

Work Procedures

Work procedures have been developed in consultation with the JHSC to prevent exposure to infectious diseases in the workplace. Relevant work procedures include:

- Illness Reporting Policy
- Safe Work Practice – Hand Hygiene
- Cleaning and Disinfecting Procedures
- Workplace Outbreak Procedures
- *[Insert additional procedures specific to your company]*

Worker Education, Training, and Records

Upon hiring, this policy and related documents will be included within staff orientation.

Training records will be kept with Human Resources. All staff will be required to undergo retraining on a regular basis, based on the risk of exposure.

Review

[Company Name] will review this policy annually or more often as needed based on changing conditions.