

## Changes to Spectrum policies and procedures (2021)

### Policy 4.2 Responsibilities (Plain Language)

- Expanded clause on respecting the rights of Spectrum staff

### Policy 13 Petty Cash

- Updated with instruction to use the online expense reimbursement portal

### Policy 20 Technology Use

- Added section on maintaining inventory of Spectrum computers and procedure for decommissioning old computers

### Policy 30 Prevention of Communicable Diseases

- Updated Guidelines for Preventing the Transmission of Covid-19

### Policy 31 Universal Precautions

- Removed “not routinely used” from Masks section

### Policy 39.1 Extreme Heat

- NEW policy

### Personnel Policy 4 Requirements for Employment

- Updated clause on eligibility to work in Canada
- Updated immunization clause to state that the cost of inoculation required to meet public health or funder conditions will be reimbursed
- Updated first aid clause to state that new employees will not be compensated for their time to attend a first aid course but existing employees will be compensated for their time to complete first aid renewals
- Updated CLBC Privacy and Information Management clause to state that employees will be compensated for one half hour for completing the course
- Expanded clause on orientation – includes new requirement that employees complete the Open Futures Learning module on Personal and Intimate Care

### Personnel Policy 4.1 (Temporary) Covid-19 Vaccination Policy

- NEW policy