



COVID-19 WORK SAFETY PLAN: YMCA Beyond the Bell

Address: Prince George Family Y

1. **Purpose:** The YMCA of Northern BC, is committed to providing a safe, healthy workplace for all team members. The following work safety plan describes specific control measures implemented to eliminate and reduce risk during the COVID-19 pandemic, how required changes are made, and compliance is monitored
2. **Process:** Director of Communications and Philanthropy, based on direction from Director of Community Health and OHS employer co-chair, OHS team representative and team members reviewed WorkSafe safety plan development materials and conducted a thorough workplace risk assessment guided by the COVID-19 safety plan checklist. The plan was shared with YMCA Beyond the Bell Supervisor and team members for additional feedback.
3. **Review/ Amendment:** Director of Communications and Philanthropy, in collaboration with OHS representative, and other team members will review and update the work safety plan monthly in team meetings for the duration of the pandemic. If indicated, the plan will be reviewed and updated more frequently to respond to changing conditions.
4. **Elimination Controls Established:**
 - The team will operate phone/video supports to program participants.
 - Staff will work out of the Prince George Family Y to allow enough workspace for physical distancing.
 - Supervisor work that can occur from home, will do so to reduce the number of staff on site.
See Appendix A (Working from Home Guidelines)
 - Staff may need to work from their base-office or at sites to meet operational needs; thus, their workspaces will remain for their own use only. (Rec Room)
 - In-person staff meetings must practice physical distancing.
 - Non-essential work travel is suspended indefinitely.
 - Transporting participants is suspended indefinitely.
 - Essential work travel (i.e.: grocery shopping) is limited to minimum levels required for service delivery. As possible, groceries etc. will be ordered online and picked up curbside or delivered.
 - Travel between sites should be limited and intentional.
 - Excess furniture and non-essential items have been removed and stored to support physical distancing and cleaning/ disinfecting protocols.
 - As possible, staff use a dedicated computer/ phone to reduce shared use.
 - Furniture is re-configured to support physical distancing.
 - Lysol wipes are provided, and staff must wipe down their workstation before each use.
 - Occupancy limits established and **posted** in each work area:
 - Staff bathroom – 3 persons
 - Copy Room – 2 people



- Staff kitchen – 2 people
- MARCOM Office – 1 person
- Director Office – 1 person
- Administrative shared office – 9 people
- Rec Room for administration- 10 people
- Studio for administration- 8 people

5. Engineering Controls Established:

- No work areas where required.

6. Administrative Controls Established:

- Team members receive training on COVID 19 - definition, transmission routes, how to avoid transmission, guidelines for safe work. Training documented with sign off sheet. Training will be updated and redistributed as indicates.
- Worker conduct guidelines created, shared by email, and posted on OHS bulletin board. **See Appendix C (COVID 19 OHS Guidelines for Safe Work)**
- Team members wash hands upon entry to building, before breaks, and as indicated throughout the day (signage posted at entry door and bathrooms).
- Team members direct participants to wash or sanitize hands upon entry to building (signage posted at entry door and bathrooms).
- Team members indicate options for where participants/ social bubbles should sit when entering a room to ensure physical distancing between staff and participants.
- OHS bulletin board maintained in copy room and contains general and COVID 19 specific health and safety information. **This safety plan is located on the bulletin board in the MARCOM office** and on Sharepoint.
- YMCA marketing and communications team sends weekly emails to YMCA staff re: COVID 19 updates that includes safe work guidelines.
- YMCA staff only Facebook page developed and provides centralized access to communications about COVID 19.
- Working from home, working alone guidelines established and communicated.
- Cleaning/ disinfecting protocols established, documented, and monitored for workstations. **See Appendix D (Cleaning/ Disinfecting Guidelines)**
- Shared items in break room reduced to minimum levels or eliminated (paper towel vs. cloth, disposable cutlery, plates, etc.).
- Signage posted by remaining shared items microwave etc. (must be wiped down with disinfectant before and after use).
- Team members must stay home if sick.
- Supervisor training developed on how to supervise and support their team members to comply with COVID 19 safe work practices.
- If a team member becomes sick at work, they should go home immediately. All areas they were in contact with to be cleaned/ disinfected thoroughly as soon as possible.

7. Personal Protective Equipment Controls Established:



- Non-medical cloth masks provided to team members for personal use if requested. **See Appendix E (Using Non-Medical Masks)**

8. Cleaning/ Disinfecting Established:

- Daily general facility cleaning provided by YMCA housekeeping.
- Employees working from home are responsible for ensuring their workspaces are clean and disinfected appropriately.
- The vehicle is disinfected before use.
- Before work and once mid-shift (if longer than 4 hours) enhanced cleaning/ disinfecting is completed and documented by the staff accessing the space and includes high touch surfaces in the building (doorknobs, light switches, faucet handles, public phone, shared equipment, etc.) within the space in use. **Documentation is kept in the Beyond the Bell COVID 19 cleaning binder. See Appendix D (Cleaning/ Disinfecting Guidelines)**
- Products used are approved by Health Canada as effective agents against COVID 19. Lysol or Clorox wipes and 1:9 bleach solution in use. **See Appendix F (Safe Use Procedures)**
- Containers of disinfecting wipes and hand sanitizer are kept in the MARCOM office. Team members using rooms are responsible for re-stocking these supplies if they run out.
- Reasonable stockpiles of approved cleaning/ disinfecting supplies are kept in stock and stored in the Director's office.
- **Staff received written instruction of safe use of supplies (cleaning/ disinfecting products, donning and doffing gloves).**
- Used disposable supplies are discarded in the garbage immediately after use.
- As possible, use of cleaners/ disinfectants will be timed to avoid putting people with chemical sensitivities in contact with irritants.
- Hands must be washed immediately after physical packages are picked up and dropped off and opened. Gloves are also available if desired. When complete staff must wash and/or sanitize their hands and remove gloves as per guidelines.

Questions/ Concerns with Work Safety Plan? Questions and concerns should be directed to Director of Philanthropy and Communications. Additionally, an occupational health and safety committee member list is posted on OHS board in copy room.