

COVID-19 WORK SAFETY PLAN: Finance Department

Address: Highland Family Development Centre 103-155 McDermid Dr – Work from Home

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:** The Director of Finance, based on direction from the Director of Community Health and an OHS employer co-chair, 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 all team members for additional feedback.
3. **Review/Amendment:** The employer in collaboration with an 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:**
 - Team members who can work 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.
 - All meetings are to take place via teleconference or video conference, no in person meetings. Should an in-person meeting need to occur then they 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, supplies 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 or Clorox wipes are provided, and staff must wipe down their workstation before each use.

- Occupancy limits established and posted in each work area:
 - Bathrooms – 1 person
 - Administrative Front Office – 3 people
 - Staff Break Room – 4 people
 - Director Office – 1 person
 - Storage Hallway and Rooms – 2 people inside rooms

5. Engineering Controls Established:

- Staff Break Room: extra chairs and furniture removed; remaining furniture re-aligned with a distance of more than 2 meters apart between activity areas.
- Lobby area: extra chairs removed to encourage physical distancing.
- Storage Hallway and Rooms: space is sufficient for walking and standing 2 meters apart, no changes needed.
- Administrative Front Office, including Director Office: furniture alignment and partitions between work spaces are sufficient for safe working distance, no changes needed.

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 staff room and contains general and COVID 19 specific health and safety information.
- 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 for sanitizing remaining shared items posted (e.g., microwave 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.
- 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 office space in use. Documentation is kept on the office bulletin board. **See Appendix D (Cleaning/Disinfecting Guidelines)**
- Products used are approved by Health Canada as effective agents against COVID-19. Lysol and Clorox wipes and hand sanitizer are in use. **See Appendix F (Safe Use Procedures).**
- Containers of disinfecting wipes and hand sanitizer are kept in the Director's office. Team members using products 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 office and PGFY cleaning room.
- Staff received written instructions, SDS sheets and PPE for safe use of supplies (cleaning/disinfecting products, donning and doffing gloves and masks).
- 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.

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