

COVID 19 WORK SAFETY PLAN: YMCA Margaret Ma Murray Child Care

Address: 11504 105 Ave. Fort St. John

Phone: (236) 365-6627

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 Child Care Services drafted the plan. Manager of Child Care Operations-Peace Region and Occupational Health and Safety representative reviewed the WorkSafe safety plan and conducted a thorough workplace risk assessment guided by the COVID 19 safety plan checklist. The plan was shared with all team members on site for additional feedback.
3. **Review/ Amendment:** The Manager of Child Care Operations-Peace Region (and the Child Care Coordinator when she returns) will review and update the work safety plan monthly 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:

Staff are to assess their personal health for signs of Covid-19 before entering the child care building. If they are unwell or display any symptoms, they are to call their supervisor and not attend work.

All staff must wash their hands upon entering their work space, before and after assisting an individual with toileting or sunscreen application, personal washroom use, after coughing or sneezing, wiping a child's nose or other bodily fluid, before and after preparing a child's snack or lunch, after eating, returning from break and before leaving for the day.

A single designated parent or guardian, where possible, is asked to do the drop off and pick up their child(ren).

Guardians dropping off and picking up children are provided with hand sanitizer and a single user pen that is kept in their child's cubby room basket to sign their child in for the day and complete the daily health declaration.

During drop off and pick up, parents and guardians are to knock on the child's classroom door, but not to enter the classroom. Physical Distancing control lines are to be established as visual reminders for parents and staff.

Children are assisted and supervised to immediately wash their hands before starting their day in care. As well as after using the washroom, before eating and after returning from outdoor play, after wiping their nose or putting their fingers in their mouths.

Where required or requested, Child Care Managers, Coordinators and staff will meet with parents over the phone or virtually, not in person.

Staffing will follow the requirements of the regulations and our licensed capacity. When lower numbers of children are present, staff will work with smaller groups of children to further promote distancing and limit contact. Staff will work in the primary care model using the requirements of small groups to move with children throughout the day.

Staff will not be moved from site to site for daily coverage, unless in an emergency situation.

An additional staff will be scheduled to assist with the extra cleaning requirements where ratios require.

- Non-essential visitors are asked to wait outside of the building. **Signage posted on door**
- Children and staff will spend as much time outdoors as possible while providing appropriate activities to meet the requirements of schedule G and daily health practices.
- The daily practise of brushing teeth is suspended until the pandemic is over. This is to reduce the risk of droplets and spread of the virus. Parents must be advised.
- Staff will practice physical distancing guidelines with other staff.
- Team meetings are offered virtually rather than in person. Team members who attend in person (4 maximum) use either the 3-5 classroom (if after child care hours) or school age room (within school hours) and practice physical distancing.
- Non-essential work travel 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 Ma Murray and other 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.
- Furniture is re-configured to support physical distancing.
- Workstation for documentation is sanitized before and after use and ensures safe physical distancing from other staff.
- Appropriate PPE (gloves) are available for staff should a child become ill while in program.
- Occupancy limits established and **posted** in each work area:
 - Staff washrooms – 1 person in each
 - Classroom bathrooms – one staff with maximum of four children
 - School Age bathrooms – one staff member with number to maintain ratio
 - Kitchen – Two persons. One person at either entrance of kitchen, maintaining the physical distance in between employees.
 - Staff lunchroom – please follow the guidelines established by School District #60 (staff must maintain physical distancing during breaks)
 - Office – Two person max. Must ensure physical distancing. A plexiglass divider will be ordered to divide the office work space prior to the Child Care Coordinator's return to work.
 - Infant and Toddler room – 3 staff and 12 children
 - Group 3-5 program – 3 staff and 25 children
 - School Age room – 2 staff and 24 children

- Playgrounds use main age group exit – 1 staff with their group of children. A third group can be in the “middle area”.
- School Age playground is now open. Children can also access the field for a wide variety of games and activities.
- Infant and Toddler Nap rooms – 1 staff person with group of children
- 3-5 Loft – 1 staff person with one group of children
- 3-5 Nap room – 1 staff person with one group of children

5. Engineering Controls Established:

- Currently only one person in the office. Plexiglass divider to be ordered to separate the two work stations

6. Administrative Controls Established:

- Team members receive training on COVID 19 - definition, transmission routes, how to avoid transmission, guidelines for safe work. **Pending**. 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 when entering a room to ensure physical distancing between staff.
- OHS bulletin board maintained **in the office** and contains general and COVID 19 specific health and safety information, **including this work safety plan**
- 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
- Team members screen participants for upon entry by asking key health questions – any COVID 19 symptoms (cough, fever, body ache), travel outside country in last 14 days, contact with someone with known or suspected COVID 19 (signage with questions posted at entry)
- Working from home, working alone guidelines established and communicated
- Cleaning/ disinfecting protocols established, documented, and monitored. **See Appendix D (Cleaning/ Disinfecting Guidelines)**
- YMCA staff not to share items in break room with school district staff. Levels or eliminated (paper towel vs. cloth, disposable cutlery, plates, etc.) **Pending**
- Signage posted by remaining shared items microwave etc. (must be wiped down with disinfectant before and after use). **Pending**
- 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. Pending
- If a team member becomes sick at work, they should go home immediately. If this is not possible, they should be isolated if possible, outside, until arrangements can be made and then exit from the gate. All areas they were in contact with to be cleaned/ disinfected thoroughly as soon as possible
- Operations Manager, Peace Region to coordinate with partner supervisors for non-YMCA staff (such as support staff)

7. Personal Protective Equipment Controls Established:

- Required PPE (gloves) and related medical supplies kept in stock in each early years program and in the school age room. Stock monitored and maintained by Manager Child Care Operations.
- Non-medical cloth masks provided to team members for personal use if requested. Handout on donning/ doffing and other considerations when using non-medical masks provided. See Appendix E (Using Non-Medical Masks)

8. Cleaning/ Disinfecting Established:

- Daily general facility cleaning provided by YMCA staff in early years spaces. Provided by SD#60 in general spaces and school age room.
- Twice daily enhanced cleaning/ disinfecting is completed by child care staff. This occurs twice daily (morning and afternoon) and includes high touch surfaces in the building (doorknobs, light switches, faucet handles, public phone, shared equipment, etc.). Documentation is kept in the COVID 19 cleaning binder in each early years room and school age room. See Appendix D (Cleaning/ Disinfecting Guidelines)
- Individual room cleaning/ disinfecting of the lunch room is completed by the team member using the room before and after use. This is documented using the form posted on the door. Once full, these forms are transferred to the COVID 19 cleaning binder kept in each early years program and the school age room.
- 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 individual service delivery rooms for ease of use. 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 storage room (hobbit hole).
- 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

Questions/ Concerns with Work Safety Plan? Questions and concerns should be directed to the Director of Child Care/or Operations Manager-Peace Region. Additionally, an occupational health and safety committee member list is posted on OHS board in the office.