

## COVID-19 WORK SAFETY PLAN: YMCA Camp Kanannaq

Address: Prince George Family Y Rec Room and Gymnasium

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 Coordinator of Camp Programs and Director of Communications and Philanthropy, based on direction and input from members of the Occupational Health and Safety Committee, 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 Coordinator of Camp Programs and Director of Communications and Philanthropy, in collaboration with a member of the Occupational Health and Safety Committee, and other team members will review and update the work safety plan monthly in team meetings for the duration of the pandemic/program (whichever ends first). If indicated, the plan will be reviewed and updated more frequently to respond to changing conditions.
4. **Elimination Controls Established:**
  - When possible, staff training and meetings to occur via teleconference or video conference. When not feasible, meetings will be physically distanced.
  - All staff wash their hands upon entering their work space, before and after assisting an individual with sunscreen application, after coughing or sneezing, wiping away any bodily fluid, performing first aid, after returning from break, after using the washroom and before leaving for the day.
  - Children are supervised to immediately wash their hands before starting their day at camp. Staff and campers should wash their hands after using the washroom, before and after eating, and after returning from outdoor play, after using the climbing wall, play structure, or shared equipment. When handwashing is not feasible, staff and campers must use hand sanitizer.
  - Where required or requested the Camp Coordinator will meet with parents over the phone or virtually, not in person. If a virtual or phone meeting is impossible, the Camp Coordinator will meet with the parent outside and maintain physical distancing.
  - Non-essential visitors are asked to wait outside of the building.
  - Children and staff will spend as much time outdoors as possible.
  - The number of participants has been reduced to 40 campers per session to support safety.
  - Staff will practice physical distancing guidelines with other staff.
  - Team meetings are offered virtually rather than in person when possible. When in person meetings are held they will be limited to just members of the specific program team.

- 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
- Excess furniture and non-essential items have been removed and stored to support physical distancing and cleaning/ disinfecting protocols.
- Workstation for Incident Reporting and completing CDFs is sanitized before and after use and ensures safe physical distancing from other staff.
- Shared workspaces need to be wiped down using an approved disinfectant in between each use, and the cleaning log signed off.
- Sign in and Sign out have a half hour window to ensure completion of COVID-19 Screening Questions, physical distancing and reduce the number of people present in the same area. Staff will initial (instead of parents) on the sign in/out sheet and record the first and last name of the parent picking up, in addition to checking their photo ID. Physical distancing between parents and staff is required.
- Transporting participants is suspended indefinitely. This means no use of YMCA Busses or Public Transportation.
- As possible, staff use a dedicated computer/ phone/pens 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 – 2 persons
  - Copy Room – 2 people
  - Staff Break Room – 2 people
  - Rec Room-30 (26 kids and 4 staff)
  - Gymnasium- 50 people
  - Changerooms- 13 people

**5. Engineering Controls Established:**

- No work areas where required due to eliminating multiple people in the same area.

**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.
- Signage is posted at all publicly accessible entrances to the building, restricting access to anyone with symptoms.
- 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).

- 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 Coordinator's office.
- 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).
- 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.
- Staff are to assess their personal health for signs of Covid-19 before entering the building. Symptoms of Covid-19 include fever, coughing, tiredness, sore throat, difficulty breathing, headache, loss of sense of taste and/or smell. Staff who have had Covid-19 symptoms in the past 10 days are not allowed to come to work.
- Staff who have been directed by Public Health to self-isolate are not allowed to come to work.
- Staff who have traveled outside of Canada in the past 14 days must self-isolate and self-assess for symptoms.
- If a staff develops symptoms at work, they must report to the Occupational First Aid Attendant. Sick workers will be asked to wear a mask, wash their hands and then isolate. They will be sent straight home and instructed to contact 811 with regards to testing and further self isolation.
- If a worker is severely ill (ie having trouble breathing) the First Aid Attendant will call 911 immediately.
- The Occupational First Aid Attendant has been provided with the OFAA Covid-19 protocols and they are posted on the bulletin board by the Coordinator's desk.
- If workers encounter a member of the public or customer who is angry about program changes made due to Covid-19, they are to immediately radio their supervisor for support.

#### **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)**
- **Disposable, single use, surgical masks for performing participant first aid.**
- Disposable gloves for cleaning and disinfecting.
- Appropriate PPE (gloves and disposable masks) are available for staff should a camper become ill or require first aid while in program.

- Masks are only to be used in situations when physical distancing cannot be maintained. Masks do not eliminate the risk of Covid-19; instead they are intended to protect the wearer from respiratory droplets.
- See “How to Wear a Face Mask” poster from the BC CDC, for information on how wear and remove a surgical face mask. This poster can be found on the bulletin board by the Coordinator’s desk.

#### **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). Documentation is kept in the Camp Cleaning Log. **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) – bleach solution must be made up daily if being used – the first Camp staff to use the solution is responsible to create the solution.**
- Containers of disinfecting wipes and hand sanitizer are kept in the Rec Room. Team members using these supplies are responsible for letting the Camp Coordinator know if these supplies are running low.
- Reasonable stockpiles of approved cleaning/ disinfecting supplies are kept in stock and stored in the PGFY cleaning room.
- Staff received written instructions, SDS sheets and PPE 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 Stephanie Deol, Director of Philanthropy and Communications. Additionally, an occupational health and safety committee member list is posted on OHS board in copy room