

COVID 19 WORK SAFETY PLAN: TRANSPORTATION (September 8, 2020)

Address: 2020 Massey Dr, Prince George BC

Phone: (250) 565-7638

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 Supervisor of Transportation drafted the plan. The Supervisor of Transportation and an OHS worker representative reviewed the 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:** This safety plan will be review and updated 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. Team members must stay home if sick. If a team member becomes sick at work, they should go home immediately. If this is not possible, they should be isolated until arrangements can be made and then exit from the closest exit. All areas they were in contact with to be cleaned/disinfected thoroughly as soon as possible.

Staff will not enter the schools. Students will be picked up at designated spots outside the school. If a child is not present at pick-up, the monitor will call the office via their bus phone.

Where required or requested, Transportation Supervisor and/or staff will meet with parents over the phone or virtually, not in person.

Occupancy limits will be posted on each bus and are determined by the number of seats available. There is one person per seat unless two children share a household or a school cohort.

- Bus 552: 12 seats plus 1 driver
- Bus 102: 12 seats plus 1 driver
- Bus 103: 10 seats plus 1 driver
- Bus 106: 14 seats plus 1 driver
- Bus 107: 18 seats plus 1 driver

The child care admin office occupancy limit is 2.

Staff will refrain from using the lobby for pre-trip preparation and will use their bus instead.

Team meetings are offered virtually rather than in person whenever possible.

Non-essential work travel is suspended indefinitely.

5. Engineering Controls Established:

Transparent barriers installed behind the driver seat. Barriers are included the daily disinfectant and cleanings.

6. Administrative Controls Established:

Worker conduct guidelines created, shared to staff at COVID-19 training, and posted on OHS bulletin board. See **Appendix C (COVID 19 OHS Guidelines for Safe Work)**

Team members receive training on COVID 19 (definition, transmission routes, how to avoid transmission, guidelines for safe work) and training will be documented with sign off sheet. Training will be updated and redistributed as indicates.

Supervisor training available on how to supervise and support their team members to comply with COVID 19 safe work practices.

Cleaning/disinfecting protocols established, documented, and monitored.

Monitors and drivers will sanitize hands upon entry on to bus and will wash or sanitize hands after their shift. Children will sanitize hands before entering bus and after disembarking. If children are wearing gloves, they must remove their gloves prior to sanitization.

OHS bulletin board maintained admin office at Massey and contains general and COVID 19 specific health and safety information. This work safety plan will be available in the child care admin office.

Drivers and monitors will be assigned to a single bus and staff will not be moved from bus to bus, unless necessary.

Staff will practice physical distancing guidelines with other staff.

Seating will be assigned and seating arrangements should have the first children on at the back and the first child off as near to the front as possible.

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

7. Personal Protective Equipment Controls Established:

Staff will wear masks and face shields while on shift with the exception that driver's will remove face shields when driving. Handout on donning/doffing and other considerations when using non-medical masks provided. **See Appendix E (Using Non-Medical Masks)**

Each staff will be provided with two cotton masks. It will be the responsibility of the staff to take their mask home at the end of the day and wash them.

Staff will be provided latex gloves for cleaning the bus.

Children will be required to wear masks while on the bus.

8. Cleaning/Disinfecting Established:

The bus will be sanitized before all children are picked up using a bleach mixture and left to air dry. The bus will be cleaned and sanitized using a mixture of soap and water, wiped with a paper towel, sprayed with bleach mixture and allowed to air dry after all children have left the bus. If necessary due to multiple children using the same seat consecutively, the seat will be sanitized mid-trip. Cleaning will be documented on the bus monitor's daily bus roster.

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 will need to be mixed daily and disposed of at the end of the day by the Transportation Supervisor.

Each bus will have its own basket which will hold bottles of bleach mixture, bottles of soap and water mixture, hand sanitizer and gloves. It is the responsibility of the monitor to make sure their basket is properly stocked. This basket will also include a checklist of all areas on the bus to be cleaned.

Reasonable stockpiles of approved cleaning/ disinfecting supplies are kept in stock and stored in the Child Care Admin office. It is the responsibility of the Transportation Supervisor to make sure that there is adequate stock.

Face shields, hi-vis vests, pens, clipboards, phones and nametags will be sanitized before being put away and a signoff sheet will need to be signed off.

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 the Regional Operations Manager. Additionally, an occupational health and safety committee member list is posted on OHS board in copy room.