

COVID 19 WORK SAFETY PLAN: YMCA Westwood Afterschool Care

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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:** Middle Years Coordinator drafted the plan. Manager of Operations and OHS representative reviewed 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:** Invested parties 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.

All child care staff are strongly encouraged to wear masks at all times. Children are not required to mask.

Masks are required in and out of the facility and program space, as well as while talking to staff and parents/guardians.

We are currently investigating universal masks for all child care – more to come

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

During drop off and pick up, parents and guardians are to ring the doorbell, staff will get their child ready for them, and bring them to the door along with the sign out sheet and a container of clean pens for the parent to use.

Children are assisted and supervised to immediately wash their hands before starting their day in care using the sink in the classroom. As well as after using the washroom, before eating and

after returning from outdoor play and after wiping their nose or putting their fingers in their mouths.

Where required or requested, Child Care 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.
- Staff will practice physical distancing guidelines with other staff.
- Team meetings are offered in the large main classroom, with 4 or less people while practicing 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 Westwood and other sites will 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.
- Appropriate PPE (gloves) are available for staff should a child become ill while in program.
- Occupancy limits established and posted in each work area:
 - Washrooms – 2 people at a time
 - Classroom – Maximum 3 staff and 18 children practicing physical distancing

5. 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 when entering a room to ensure physical distancing between staff
- OHS binder 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)**
- 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. If this is not possible, they should be isolated if possible, outside, until arrangements can be made. If unable to isolate outside, ill staff will isolate in the north corner of the room to maintain ratio. Areas they were in contact with to be cleaned/ disinfected thoroughly as soon as possible
- Middle Years Coordinator to coordinate with partner supervisors for non-YMCA staff (PGNFC, or CDC to ensure support staff practices align)

6. Personal Protective Equipment Controls Established:

- Required PPE (gloves) and related medical supplies kept in stock in cupboards by sink. Stock monitored and maintained by offsite Coordinator.
- 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)**

7. Cleaning/ Disinfecting Established:

- Daily general facility cleaning provided by School District 57.
- 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 cupboard by kitchen**. **See Appendix D (Cleaning/ Disinfecting Guidelines)**
- Individual room cleaning/ disinfecting of the room is completed by the team member using the room before and after use. This is documented using the form posted on the bulletin board

- Products used are approved by Health Canada as effective agents against COVID 19. 1:9 bleach solution in use. **See Appendix F (Safe Use Procedures)**
- Containers of hand sanitizer are kept in cupboard by sink. Team members 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 cupboard on the west wall by sink**
- 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. Additionally, an occupational health and safety committee member list is posted on OHS board in copy room