

COVID 19 WORK SAFETY PLAN: FOUNDRY PRINCE GEORGE
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1. **Purpose:** Foundry Prince George, operated by the YMCA of Northern BC, is committed to providing a safe, healthy workplace for all team members (both YMCA and partner contributed 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 YMCA's Director of Community Health and Foundry Nurse reviewed WorkSafe safety plan development materials and conducted a thorough workplace risk assessment guided by the COVID 19 safety plan checklist. The Foundry Manager also provided input. The plan was shared with the YMCA OHS committee, Foundry team members on site, and partner leadership staff for additional feedback.
3. **Review/ Amendment:** The Director of Community Health and Foundry nurse and/ or the Foundry Manager 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:**
 - In addition to in-person services, Foundry provides services virtually or over the phone to reduce the number of in-person visits and team members required on site
 - Schedules reflect the minimum number of team members needed for safe and effective service delivery (varies daily; ranges from 3-7 staff)
 - Team members who can work from home or at their home base agency (non-YMCA staff) do so when indicated to reduce the number of staff on site. As possible given roles and operational needs, staff may work at home or off-site on a rotational basis. **See Appendix A (Working from Home Guidelines)**
 - On-site service delivery hours are temporarily reduced to 11:00am-5:00pm daily
 - Most in-person groups are suspended indefinitely (indoor micro groups of 3 participants or less and outdoor groups with appropriate safety precautions and may be considered with prior planning and approval)
 - Non-essential visitors are asked to wait outside when needed to reduce the number of people in the space
 - Outreach outdoors while practicing physical distancing is in place. **See Appendix B (Working Alone Guidelines)**
 - Team meetings are offered virtually rather than in person. Team members who attend in person (4 maximum) use the multi-purpose room and practice physical distancing
 - Non-essential work travel is suspended indefinitely



- Transporting participants is suspended indefinitely (taxi vouchers or bus tickets may be an option. Outreach positions who identify a critical need to transport participants should discuss options with their supervisor).
- 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 Foundry and other sites should be limited and intentional and respect safety guidelines at other sites
- 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
- Workstations are reduced with some stations designated as not in use
- Participants who choose not to wash or sanitize hands upon entry or who behave in ways that puts others at risk do not receive in-person services (determined on a case by case basis and reviewed regularly by centre leadership)
- First aid is provided only by nurse and/ or physicians who have appropriate PPE and guidelines provided by their regulatory bodies. First aid supplies may be provided to participants for their personal use
- Occupancy limits established and posted in each work area:
 - Staff bathroom – 1 person
 - Shared office space – 6 people
 - Staff kitchen – 1 person
 - Manager office – 1 person
 - Reception desk – 2 people
 - Participant bathroom by reception – 1 person
 - Wolf room – 2 people or 1 team member and 2 participants in social bubble
 - Salmon room – 2 people or 1 team member and 2 participants in social bubble – but typically designated for virtual care
 - Eagle room – currently an office- 1 staff and 1 participant maximum
 - Multi-purpose room – 4 people
 - Vestibule between entry doors – 1 person
 - Waiting/ welcome area – 3 people or 3 small social bubbles
 - Peer support room – 2 people or 1 team member and 2 participants in social bubble
 - Spiritual and cultural room – 3 people
 - Copy room – 1 person
 - Primary care room 1 – 2 people
 - Primary care room 2 – 2 people
 - Participant bathroom 1 in primary care hallway – 1 person
 - Participant bathroom 2 in primary care hallway – 1 person
 - Janitor room - not in use by team members
 - Laundry room – 1 person
 - Medical supply room – 1 person
 - Frog room – 1 person - designated for telehealth

5. **ENGINEERING Controls Established:**

- Plexi-glass barrier was installed around reception area (adhered to desk and wall to provide barrier between team members and participants)
- Until barrier is installed, reception area is surrounded with tables to keep people two metres back, prevent people from reaching over the desk
- Plexi-glass barrier was installed between reception staff as physical distancing is not possible
- Inner front door of vestibule kept locked. Participants knock on the door from inside vestibule to be greeted by a team member who will assess, ask screening questions prior to providing entry or direction

6. **ADMINISTRATIVE Controls Established:**

- Team members received 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 indicated
- 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. Numbered stickers on floor facilitate this
- OHS bulletin board maintained in copy room 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)**
- 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)
- Team members must self-assess for symptoms prior to entering Foundry and not enter if sick. YMCA team members must complete the online daily health check; partner staff follow their organizational protocols for documented health checks

- Team members must stay home if sick
- Supervisor training recording available 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 in participant bathroom 2 in primary care hallway until arrangements can be made and then exit from the primary care hallway. All areas they were in contact with to be cleaned/ disinfected thoroughly as soon as possible
- Foundry director to coordinate with partner supervisors for non-YMCA staff (MCFD, Northern Health, and PGNFC practices align)
- Violence prevention plan developed and reviewed by staff (anticipating challenging participant behaviour in response to restrictions). **See Appendix D (COVID 19 Violence Prevention Plan) pending**

7. PERSONAL PROTECTIVE EQUIPMENT (PPE) Controls Established:

- Primary care staff (nurse, physicians) use PPE according to guidelines provided directly to them by their regulatory bodies
- Required PPE (gloves, masks, face shields, gowns) and related medical supplies kept in stock in medical supply room. Stock monitored and maintained by Foundry Nurse
- Everyone is required to use disposable medical grade surgical masks while onsite. These masks are provided by Foundry. If people come into the building with different types of masks, they must switch to a surgical mask or add a surgical mask over their existing mask. Mask use for employees is mandatory at all times in all areas public areas (areas not specifically designated for staff only use where some exceptions apply). If alone in a private office or talk room, or alone in the staff room, employees can choose not to use masks as long as physical distancing can be maintained.
- Note that participants are expected to use masks. Employees to be mindful of potentially strong reactions from the public and to prioritize personal safety over compliance.
- 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 outside contractor ACME Janitorial
- Twice daily enhanced cleaning/ disinfecting is completed and documented by access, peer support or other designated 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 reception. **See Appendix D (Cleaning/ Disinfecting Guidelines)**
- Individual room cleaning/ disinfecting of the peer support, talk rooms, and multi-purpose rooms 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 reception
- Products used are approved by Health Canada as effective agents against COVID 19. Lysol or Clorox wipes and/ or 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
- Cleaning/ disinfecting of the primary care rooms is completed by the nurse or designate before and after use. Medical grade cleaning supplies in stock and used
- Reasonable stockpiles of approved cleaning/ disinfecting supplies are kept in stock and stored in the medical supply room and reception area
- 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

9. MENTAL WELLNESS Support Established:

- The YMCA recognizes the impact of COVID 19 on team members' mental wellness
- Team members encouraged to remain calm and kind with colleagues while still reporting concerns and issues around non-compliance with recommendations/ policies in respectful ways so they can be corrected
- Team members are encouraged to “over-communicate” important information when indicated, recognizing that people are less likely to absorb information when stressed
- Check-ins, discussion on mental wellness and coping are part of team meetings as indicated
- Information on mental health and substance use resources are posted on the OHS bulletin board (benefits information for eligible staff, general resources)
- Counselling options available to staff eligible for benefits; temporary counselling option extended to part-time staff ineligible for benefits temporarily until December 2021

Questions/ Concerns with Work Safety Plan? Questions and concerns should be directed to the YMCA's Director of Community Health or the Foundry Manager. An OHS committee member list is posted on the OHS bulletin board in the copy room