

**COVID 19 WORK SAFETY PLAN: VANDERHOOF AQUATIC CENTRE**

**Address: 390 Columbia Street E., Vanderhoof**

**Phone: (250) 567-3957**

**Purpose:** The Vanderhoof Aquatic Centre, operated by 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

**Process:** The Director of Community Health, the Vanderhoof Aquatic Centre Manager and OHS Community Co-chair reviewed the WorkSafe safety plan development materials, the Lifesaving Societies materials, and conducted a thorough workplace risk assessment. The plan was shared with all team members on site for additional feedback.

**Review/ Amendment:** The Director of Community Health, the Centre Manager and the Aquatic Centre's OHS worker and employee representative 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

**Elimination Controls Established:**

- When possible, the VAC will have online bookings for lessons, activities, and over the phone questions
- Online courses are to be sourced for training team members or have a maximum of 10 people when necessary
- Schedules reflect the minimum number of team members needed for safe and effective service delivery (ranging from 5-9 staff)
- Team members who can work from home or at their home base agency (non-YMCA staff) do so 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)**
- All swim activities, lessons, and leadership programs will follow COVID physical distancing, instructors or organizers will wear face masks or face shields and avoid any physical contact with participants. If adjustment or contact is required household members or school cohorts will be asked to participate to assist in programming (active spectators).
- Non-essential visitors (spectators) are asked to wait outside or stay home and not allowed to spectate from the pool deck or lobby.
- Team meetings are offered virtually rather than in person. Meetings in person (10 maximum) use the ICC space or pool lobby and practice physical distancing. VAC office (maximum 3).
- Non-essential work travel is suspended indefinitely.
- Essential work travel (i.e.: grocery shopping, training) is limited to minimum levels required for service delivery. As possible, bleach 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
- Furniture is reconfigured and marked to support physical distancing
- As possible, staff use a dedicated computer/ phone to reduce shared use
- Participants who choose not to wash or sanitize hands upon entry, not wear a mask, or who behave in ways that puts others at risk are asked to leave the facility. Refer to **Patron Behaviour Policy**.
- First aid is provided only by those certified in First Aid/CPR, or depending on severity AMOA with the appropriate PPE
- Occupancy limits established and posted in each work area:
  - Office: 3 people
  - Lobby and Front Desk: 11 people
  - Lobby Bathroom: 1 person
  - Janitor's Room: 1 person
  - Guard Room: 2 people
  - Family Room: 9 people
  - Women's Room: 9 people
  - Men's Room: 9 people
  - Storage Room: 2 people
  - Communications Room: 1 person
  - Electrical Room: 1 person
  - Chemical Room: 2 people
  - Acid Room: 1 person
  - Chlorine Room: 1 person
  - Seresco Room: 6 people
  - Filter Room: 19 people
  - Pool Deck and Pools: 50 people
    - Lap Pool: 20 people
    - Leisure Pool: 20 people
    - Hot Tub: 5 people
- Occupancy reflects both team and public members

#### **Engineering Controls Established:**

- Plexi-glass barrier installed around front desk area.
- Floor decals on floor indicating line up spots and traffic direction.
- One-way traffic signs established from lobby through the pool deck and the open change rooms.
- One-way traffic established for swim lanes with signage.
- The family change room and women's change room will be accessible to the public. The men's change room will be designated for lifeguards and staff.
- All staff assigned their own locker, and equipment.
- Sanitizing sign off sheets will be designated at the entrance to the office, and men and women's changerooms.
- There is a separate entry and exit point to the pool deck.

- PFD equipment and limited toys will be accessible to public, other toys and equipment will be available to staff to give to public.

#### **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 required
- 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 will complete screening questions through online forms within first 2 hours of shift.
- Team members direct participants to wash or sanitize hands upon entry to building (signage posted at entry door and bathrooms)
- Team members indicate floor decals for where members should stand when waiting in line
- 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 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 stay home if sick as per **Sick Policy**
- If a team member becomes sick at work, they should go home immediately. All areas that they were in contact with will have to be cleaned and/or sanitized immediately.
- Violence prevention plan developed and reviewed by staff (anticipating challenging participant behaviour in response to restrictions). **See Appendix D (COVID 19 Violence Prevention Plan).**

#### **Personal Protective Equipment Controls Established:**

- All staff required to wear face coverings while inside or outside in an environment where they may no longer maintain 2-meter distancing from others.

- Lifeguards and First Aid Attendants use PPE according to guidelines provided directly to them by their regulatory bodies
- All staff will use the required PPE as required when helping in an emergency situation
- Required PPE (gloves, masks, face shields, gowns) and related medical supplies kept in stock in medical supply room. Stock monitored and maintained by the Maintenance Coordinator.
- Non-medical cloth masks provided to team members for personal use. Handout on donning/ doffing and other considerations when using non-medical masks posted in Guard Room. **See Appendix E (Using Non-Medical Masks)**

#### **Cleaning/ Disinfecting Established:**

- Daily facility cleaning schedule established and signed off by team members
- Regularly, enhanced cleaning/ disinfecting is completed and documented by staff. This includes high touch surfaces in the building (doorknobs, light switches, faucet handles, public phone, shared equipment, etc.) that is not in the pool. The change room will be spot cleaned/disinfected after every use. Documentation is kept in the COVID 19 cleaning binder in the office. **See Appendix D (Cleaning/ Disinfecting Guidelines)**
- Enhanced cleaning/disinfecting of the all rooms will happen twice a day and will be completed and documented by staff during opening and end of day closures. **See Appendix D (Cleaning/Disinfecting Guidelines)**
- All documents will be signed by supervisors and put in the COVID Cleaning binder
- Products used are approved by Health Canada as effective agents against COVID 19. **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 or informing their supervisor once stock is below their designated quantities.
- Cleaning/ disinfecting of the change room is completed by the lifeguards 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 janitor's closet or front desk area
- Stock of cleaning supplies is to be checked weekly to ensure appropriate levels of sanitizing supplies.
- Staff received written instruction of safe use of supplies (cleaning/ disinfecting products, donning and doffing gloves), complete WHMIS training, and have access to SDS on all chemical handling procedures.
- Used disposable supplies are discarded in the garbage immediately after use.
- Used supplies with biological contamination will be thrown in the BioHazard bin in the guard room or chemical room. **Refer to Safe Handling and Disposing of Biological Materials.**
- 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 Community Health, and/ or the Vanderhoof Aquatic Centre Manager. Additionally, an occupational health and safety committee member list is posted on OHS board in the office.