

COVID 19 WORK SAFETY PLAN: The PG Family Y

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1. **Purpose:** The Prince George Family Y, 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.
2. **Process:** The Director of HFA, Centre Manager, Fitness Services Supervisor and an OHS representative reviewed the WorkSafe BC 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 on site for additional feedback.
3. **Review/ Amendment:** Centre Manager and employee representative will review and update the work safety plan monthly and/or following significant operational changes, 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:**
 - Schedules reflect the minimum number of team members needed for safe and effective service delivery (varies daily; ranges from 15 - 30 staff)
 - On-site service delivery hours are temporarily reduced to 8:00am-8:00pm daily, Housekeeping 4 pm-12 am
 - Team members who can work from home will do so to reduce the number of staff on site. **See Appendix A (Working from Home Guidelines)**
 - All meetings are to take place via teleconference or video conference, no in person meetings. Should an in-person meeting need to occur then they must practice physical distancing.
 - Leadership meetings are offered virtually rather than in person.
 - Non-essential work travel is suspended indefinitely.
 - Essential work travel (i.e.: shopping, transporting files) is limited to minimum levels required for service delivery.
 - 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.
 - First aid is provided certified staff with Occupational First Aid
 - Occupancy limits established and posted in each work area:
 - Washrooms – 2
 - Centre Manager Office – 2
 - Fitness Office – 2
 - Child Care Admin – 2

- Front Desk – 2
- Staff Room/Kitchen – 2
- Admin Room – 2
- Childminding – 10
- Housekeeping room – 1
- Laundry room – 1
- MARCOM Office – 1
- Director Office – 1
- Administrative shared office space – 9
- Rec Room - 30
- Childminding Rec Office – 1
- CEO Office – 2
- Physiotherapy – 2
- Meeting Room – 3
- Upstairs Washrooms – 2
- Universal Washroom – 1
- Fitness Desk – 1
- Lobby – 10
- Zone 2:
 - Main floor gym – 15
- Zone 1:
 - Stretch/Elliptical/Treadmill area – 20.
- Zone 3:
 - Low Ceiling weights – 15
 - High Ceiling weights – 15
 - Mezzanine – 5
- Gymnasium – 18
- All Purpose Room – 8
- Men’s Changeroom – 20
- Ladies Changeroom - 20
- Studio – 8

5. Engineering Controls Established:

- Plexi-glass barrier installed around reception 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.
- 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 and/or sanitize hands upon entry to building, before breaks, and as indicated throughout the day.

- Team members direct external visitors and members to wash or sanitize hands upon entry to building (signage posted at entry door and bathrooms).
- OHS bulletin board maintained in administration 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.
- Working alone and from home 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.). Space must be cleaned before and after use. Disinfectant wipes provided (must leave on wet for 3 mins).
- 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 in the new Conference room. All areas they were in contact with to be cleaned/ disinfected thoroughly as soon as possible.
- Violence prevention plan developed and reviewed by staff (anticipating challenging participant behaviour in response to restrictions). **See Appendix D (COVID 19 Violence Prevention Plan).**

7. Personal Protective Equipment Controls Established:

- Required PPE (gloves, masks, face shields, gowns) and related medical supplies kept in first aid supply cupboard and stock cupboard at the end of ramp by the housekeeping cupboard. Stock monitored and maintained by Centre Manager.
- All YMCA employees will be required to wear masks in all public areas. The following exceptions will apply:
 - Employees who have a medical reason that prevents them from being able to wear a mask (please communicate this to your supervisor ASAP.)
 - When working in an office space where physical distancing can be maintained
 - Employees working in a program, non-public space i.e., all childcare rooms, Beyond the Bell program space
 - Group Fitness classes are suspended at this time.
- With respect to guidelines for public areas: New Individual Exercise Requirements March 31, 2021 from BC Centre for Disease Control, BC Ministry of Health. Points of interest:
 - Masks must be always worn including while exercising. People who are unable to wear a mask due to a health condition or a physical, cognitive or mental impairment, and people who are unable to put on or remove a mask without the assistance of another person are exempt from mask requirements. People

unable to wear a mask must always maintain at least 3 m distance when in the facility.

- Although not mandatory for children 12 and under, it is preferred that masks are worn in all Child and Youth program spaces.
- Please note that mask use does not replace the importance of physical distancing of 2 metres/ 6 feet or more whenever possible.
- Non-medical cloth masks allowed for team members and members for personal use. 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 Housekeeping staff for floors, and high touch surfaces.
- Twice daily enhanced cleaning/ disinfecting is completed and documented by designated staff. This occurs twice daily and includes high touch surfaces in the building (doorknobs, light switches, faucet handles, public phone, shared equipment, etc.). Documentation is kept at the front desk. **See Appendix D (Cleaning/ Disinfecting Guidelines)**
- Individual room cleaning/ disinfecting of the office space is conducted by the team member using the room before and after use. This is documented and posted in each office.
- Products used are approved by Health Canada as effective agents against COVID 19. Lysol or Clorox wipes, Vangard, Unitab 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 staff to use the solution is responsible to create the solution.*
- Containers of disinfecting wipes and hand sanitizer are available outside individual office spaces for ease of use. Team members using rooms 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 housekeeping room, front desk or kitchen.
- 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. **Safety Plan Group Fitness (suspended at this time)**

➤ **Sign in procedures:**

- Sign in sheets will serve a dual purpose of signing in to reserve a spot and contact tracing including the class name/time/space/class capacity and instructor. Participants will add their full name and phone number under the class they are taking and initial to acknowledge health screening questions.
- Participants can call Membership Services from 8 am- 4pm the day of their class to sign up for their class. Membership staff will ask health tracking questions and put them on the sign in sheet under the class they choose. Staff member will sign or initial to confirm health assessment has been applied. Member may be asked health screening questions upon entry to facility as per access protocol.
- In order to avoid congestion in the hallways: participants are asked not to wait outside of the class space. If they are only coming for the class, we ask that they come just before class start time. Members are

welcome to come and use equipment on the fitness floors to warm up or workout ahead of time and then go to class space just before start time (example: if class time is at 1:30 pm, they may enter class area at 1:25 pm and occupy their designated spot. Please do not wait in outside hallway).

➤ **Room Capacity:**

- Each space has placement stickers on the floor for optimum physical distancing (4 meters between).
- Each room has Capacity signs on entrance:
 - a. Gymnasium Capacity: 18 including the instructor.
 - b. Studio Capacity: 8 including the instructor.
 - c. Mezzanine Capacity: 5 including the instructor.

➤ **Instructors:**

- All instructors have participated in and signed off on the Covid-19 training.
- Instructors are required to use a mic when instructing their classes with music volume below speaking voice. Each instructor will be given a personal windscreen for the mic and are asked to clean the headset before and after use.
- Classes in the studio has limited participants (5) and music is not used or the music is lower than the speaking voice, such as yoga, fusion etc. Mic is not required.
- Instructors are also required to stay within one meter of the instructor spot (Identified by sticker on the floor).

➤ **Cleaning:**

- A cleaning checklist will be posted in each space.
- Cleaning supplies will be provided and available for all spaces, including gloves, rags, wipes, cleaning fluid etc.
- Cleaning and sanitizing of equipment and spaces will be done by the instructor and a staff member following the check list provided between classes and throughout the day.

Questions/ Concerns with Work Safety Plan? Questions and concerns should be directed to the Centre Manager. Additionally, an occupational health and safety committee member list is posted on OHS board in the staff kitchen room.