



COVID 19 WORK SAFETY PLAN: Youth Around Prince (YAP)
Address: 1160 7th Avenue, Prince George. Phone: (250) 645-4010
Revised May 11, 2021

1. **Purpose:** The YMCA of Northern BC, who operates the YAP resource centre, is committed to providing a safe, healthy workplace for all YMCA team members and working in collaboration with co-located agencies. 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 a Peer Support Worker reviewed WorkSafe safety plan development materials and conducted a thorough workplace risk assessment guided by the COVID 19 safety plan checklist. The YAP Coordinator also provided input. The plan was shared with the YMCA OHS committee and team members on site
3. **Review/ Amendment:** The Director of Community Health and the YAP Coordinator and/ or an OHS worker 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
4. **ELIMINATION Controls Established:**
 - YAP offers services over the phone or virtually when possible, while recognizing that barriers faced by high risk youth mean that face to face service is still the main type of contact
 - Schedules reflect the minimum number of team members needed for safe and effective service delivery (typically an access worker, peer support worker, and coordinator/ designate with limited short visits by other staff working mostly off site)
 - Team members who can work from home do so to reduce the number of staff on site. As possible given roles and operational needs, staff may work at home on a rotational basis. **See Appendix A (Working from Home Guidelines)**
 - All in-person groups are suspended indefinitely (small outdoor gatherings with appropriate safety precautions to be considered in next phase)
 - Non-essential visitors are not permitted to access the facility
 - Outreach outdoors while practicing physical distancing is in place. **See Appendix B (Working Alone Guidelines)**
 - Team meetings are offered virtually rather than in person
 - Non-essential work travel is suspended indefinitely
 - Transporting participants is not permitted unless deemed essential to specific outreach roles only
 - 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 YAP and other sites should 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
- 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)
- YAP team members do not provide first aid beyond providing simple supplies to participants to treat themselves – participants are referred to Foundry next door to see the nurse or physician who have appropriate PPE and guidelines provided by their regulatory bodies
- Occupancy limits established and posted in each work area:
 - Staff bathrooms – 1 person
 - Staff room – 1 person
 - Director office – 1 person
 - Coordinator office – 1 person
 - YMind/ YCAN office – 2 people or 1 team member and 2 participants in social bubble
 - Youth Works classroom – 3 people or 2 team members and 2 participants in social bubble
 - School classroom– 5 people or 2 team members and 2 participants/ 2 social bubbles
 - Waiting area by front doors – 1 person or 1 social bubble
 - Waiting area by MCFD counter – 1 person or 1 social bubble
 - Vestibule between doors – 1 person or 1 social bubble
 - Drop in – 5 people or 2 team members and 2 social bubbles
 - Participant bathroom with shower – 1 person
 - Participant bathroom – 1 person
 - Kitchen – 3 people or 2 team members and 2 participants in social bubble
 - Board room – not in use by YMCA team members
 - Hallway by back exit - 1 person

5. **ENGINEERING Controls Established:**

- Plexi-glass barrier was installed between drop-in desk and telephone chair (adhered to desk to provide barrier between team members and participant)
- Until barrier is installed, team members advised to move themselves back from participants using phone

6. **ADMINISTRATIVE Controls Established:**

- Team members will receive mandatory 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 in bathrooms)



- Team members direct participants to wash hands upon entry to building (signage posted at entry door and in bathrooms)
- Team members indicate options for where participants/ social bubbles should sit when entering a room to ensure physical distancing between staff and participants
- When two people are using hallways, the person in the hallway first has the right of way and the second person should step into an office or other area to keep physical distance. Offices are kept open whenever possible to facilitate this.
- OHS bulletin board maintained in staff 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 staff room and program kitchen 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 complete the employee health check for symptoms prior to or upon entering YAP and must not enter if sick. Employee health checks can be accessed on the YMCA website or by scanning the QR code on posters widely available at each site. For YAP, posters are located on the staff entry door and in the staff room. The Coordinator is responsible to tracking compliance with employee health checks
- 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 vacant office #15 until arrangements can be made and then exit from the back. All areas they were in contact with to be cleaned/ disinfected thoroughly as soon as possible
- Foundry leadership coordinates with co-located partner agencies whenever possible and ensures that plans 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:

- Gloves provided. Stock monitored and maintained by YAP Coordinator



- **Mask use for employees is mandatory in all public areas.** When working alone in an office, mask use is at the discretion of the employee. When sharing an office with others and physical distancing is possible at all times, mask use may be negotiated if all parties agree, being mindful of the greater transmissibility of variants. Cloth masks were provided to employees for personal use and disposable 3 layer masks are available if needed.
- Disposable masks provided to participants for personal use. Mask use by participants is expected and encouraged at all times, except when youth are eating or using the washroom/ shower. Physical distancing should be maintained whenever possible, even when masks are worn. Staff to consider participant capacity and mental health status when monitoring for mask compliance. Note that employees are required to encourage participants to use masks but are not required to enforce mask use when participants refuse. 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 (Busy Bee, managed by MCFD)
- 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 school classroom and Youth Works classroom 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 the access binder
- Products used are approved by Health Canada as effective agents against COVID 19. Lysol of Clorox wipes and 1:9 bleach solution in use. **See Appendix F (Safe Use Procedures)**
- Reasonable stockpiles of approved cleaning/ disinfecting supplies are kept in stock and stored in the Coordinator office
- 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 to be 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 31, 2021

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