

**COVID 19 WORK SAFETY PLAN: CCRR PRINCE GEORGE**  
**Address: Po BOX 1808-2020 Massey Drive, Prince George**  
**Phone: (250) 563-2483**

1. **Purpose:** CCRR Prince George, 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:** Coordinator and OHS representative drafted the plan. OHS representative and Community Consultant reviewed Work Safe 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:** All 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:**
  - CCRR provides services in person, virtually or over the phone
  - CCRR office are open during these visits patrons will be asked to wear a mask, sanitize hands when entering the office. If they need access to the public computer, they will enter the closet/storage room and will be assisted if need be by screen sharing via zoom. When attending workshops or courses patrons will fill out a COVID screening. As soon as they leave we will sanitize all areas used.
  - RLNR visits in office are by appointment only when arriving patrons will be asked to wear a mask and must use hand sanitizer. When meeting is finished all services will be sanitized.
  - RLNR home assessments will be done via zoom or in person. If data is unavailable we will bring IPAD to the provider and conduct the assessment outside the care provider's home. We will bring gloves and sanitizer to clean before and after each visit. At any time, we need to enter there home we will sanitize before enter, wear a mask and shoe coverings.
  - Staff will be provided with masks, gloves, sanitizer and cleaning solution. Staff will clean the car before and after.
  - CCRR is providing curbside or in office pick up for our Lending Library. Staff will wipe boxes before they leave them for care givers to pick up step away 2m and if a box is left for return when safe to do wipe down the box before we bring it upstairs we will then leave it in the family room for 72hrs. We will then clean and sanitize all items in the box.
  - CCRR vehicle when used staff will bring Lysol wipes and wipe all services before and after.
  - All in-person groups will be asked to wear a mask when entering, hand sanitize and when social distancing is unavailable a mask must be worn. All spaces will be sanitized before and after.
  - Team members who attend in person in the family room need to sanitize the space when finished

- As possible, staff use a dedicated computer/ phone to reduce shared use

#### 5. Engineering Controls Established:

- Plexi-glass barrier installed around reception area including the public computer and the community consultant desk and public computer in the front office.

#### 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 hands upon entry to building, before breaks, and as indicated throughout the day (signage posted at entry door and family room)
- 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 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
- 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
- Supervisor training developed on how to supervise and support their team members to comply with COVID 19 safe work practices. Completed online Wednesday May 27, 2020
- If a team member becomes sick at work, they should go home immediately. All areas they were in contact with to be cleaned/ disinfected thoroughly as soon as possible

#### 7. Personal Protective Equipment Controls Established:

- Required PPE (gloves, masks) and related medical supplies kept in stock in the kitchen front desk and under the bathroom sink. Stocked and monitored and maintained by Alisha Wilson, Coordinator.
- Non-medical cloth masks must be worn in all public hallways and YMCA gym. 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 YMCA Housekeeping Staff.
- Twice daily enhanced cleaning/ disinfecting is completed and documented by CCRR 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, barriers etc.). Documentation is kept in the COVID 19 cleaning binder in reception. **See Appendix D (Cleaning/ Disinfecting Guidelines)**

- Products used are approved by Health Canada as effective agents against COVID 19. Lysol or Clorox wipes and 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
- 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 Lynette Mikalishen, the Director of Child Care. Additionally, an occupational health and safety committee member list is posted on OHS board in copy room