



COVID 19 WORK SAFETY PLAN: YMCA Chetwynd Care & Learning

Address: 4916 52 Ave. Chetwynd

Phone: (250) 788-2400

- 1. Purpose:** 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:** Katie Stuckless, Childcare Coordinator drafted the plan. Kim Mcleod reviewed the WorkSafe safety plan 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:** Coordinators 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:

Staff are to assess their personal health for signs of Covid-19 before entering the child care building. If they are unwell or display any symptoms, they are to call their supervisor and not attend work.

All staff must wash their hands upon entering their work space, before and after assisting an individual with toileting or sunscreen application, personal washroom use, after coughing or sneezing, wiping a child's nose or other bodily fluid, before and after preparing a child's snack or lunch, after eating, returning from break and before leaving for the day.

A single designated parent or guardian, where possible, is asked to do the drop off and pick up their child(ren).

Guardians dropping and picking up children are provided with hand sanitizer and a single use pen to sign their child in for the day and complete the daily health declaration.

Children are assisted and supervised to immediately wash their hands before starting their day in care. As well as after using the washroom, before eating and after returning from outdoor play, after wiping their nose or putting their fingers in their mouths.

Where required or requested, Child Care Managers, Coordinators and staff will meet with parents over the phone or virtually, not in person. If we must meet in person, a room will be booked at Northern Lights College to accommodate social distancing.



Staffing will follow the requirements of the regulations and our licensed capacity. When lower numbers of children are present, staff will work with smaller groups of children to further promote distancing and limit contact. Staff will work in the primary care model using the requirements of small groups to move with children throughout the day.

Staff will not be moved from site to site for daily coverage, unless in an emergency situation.

An additional staff will be scheduled to assist with the extra cleaning requirements where ratios require.

- Non-essential visitors are asked to wait outside of the building. **Signage posted on door**
- Children and staff will spend as much time outdoors as possible while providing appropriate activities to meet the requirements of schedule G and daily health practices.
- The daily practise of brushing teeth is suspended until the pandemic is over. This is to reduce the risk of droplets and spread of the virus. Parents must be advised.
- Staff will not be eating along side of the children at meal times. If a staff member needs to eat, it will be away from the children to allow for social distancing when not able to wear a mask.
- Staff will practice physical distancing guidelines with other staff.
- Team meetings are offered virtually rather than in person. Team members who attend in person will use the centre to allow for proper social distancing.
- Non-essential work travel is suspended indefinitely.
- 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 ATEC School Age 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.
- Workstation for documentation is sanitized before and after use and ensures safe physical distancing from other staff.
- Appropriate PPE (gloves) are available for staff should a child become ill while in program.
- Parents are required to have a mask on at drop off and pick up
- Staff are required to wear a mask while speaking to or around parents, and anywhere that physical distancing is not possible.
- Occupancy limits established and posted in each work area:
 - Staff washrooms – 1 person in each
 - Office – 1 person
 - Kitchen – 2 people
 - Group 3-5 program – 3 Staff and max 24 children
 - Playgrounds use main exit – 1 staff with their group of children. A third group can be in the “middle area”.



Engineering Controls Established:

- Currently only one person in the office. Plexiglass divider to be ordered to separate the two work stations ****Not needed in Chetwynd**

5. 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 board at the care & Learning Center. **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 when entering a room to ensure physical distancing between staff.
- OHS bulletin board maintained **in 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 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)**
- YMCA staff not to share items in break room with school district staff. 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 are encouraged to take a rapid test if they have mild symptoms such as a headache, low energy, nausea or a mild cough. If the rapid test is positive, staff are required to stay home until they get a COVID test through Northern Health.
- 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 if possible, outside, until arrangements can be made and



then exit from the gate. All areas they were in contact with to be cleaned/ disinfected thoroughly as soon as possible

- Operations Manager, Peace Region to coordinate with partner supervisors for non-YMCA staff (such as support staff)

6. Personal Protective Equipment Controls Established:

- Required PPE (gloves) and related medical supplies kept in stock in **medical supply room**. Stock monitored and maintained by the Manager of Child Care Operations.
- Non-medical cloth masks provided to team members for personal use if requested. Handout on donning/ doffing and other considerations when using non-medical masks provided. **See Appendix E (Using Non-Medical Masks)**

7. Cleaning/ Disinfecting Established:

- Daily general facility cleaning provided by YMCA staff in early years spaces. Provided by SD#59 in general spaces and school age room.
- Twice daily enhanced cleaning/ disinfecting is completed by child care staff. This occurs twice daily (Beginning of shift & end of shift) 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 lunch room 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 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
- Reasonable stockpiles of approved cleaning/ disinfecting supplies are kept in stock and stored in the janitor room
- 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

Questions/ Concerns with Work Safety Plan? Questions and concerns should be directed to Lynette Mikalishen, the Director of Child Care/or Harman Atwal, Operations Manager. Additionally, an occupational health and safety committee member list is posted on OHS board in copy room