



COVID 19 Work Safety Plan: YMCA Highland Child Care

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- 1. Purpose:** The YMCA of Northern BC, is committed to providing a safe and 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 Child Care Services drafted the plan. The manager of Operations and the OHS employee representative reviewed WorkSafe safety plan and conducted thorough workplace risk assessment guided by the COVID 19 safety plan checklist. Highland Coordinator, also provided input. The plan will be reviewed by other on-site staff by January 31, 2022.
- 3. Review/Amendment:** The Coordinator, Manager of Operations and the OHS employee representative will review and update the work safety plan as needed for the duration of the pandemic. If indicated, the plan will be reviewed and updated more regularly to respond to changing conditions.

4. Elimination Controls Established:

Staff are to assess their personal health for signs of Covid-19 before their shift.

Guardians will bring their child to the classroom door, but may not enter the room. Visual reminders will be using in the form of signs.

Staff will ensure these requirements are always met.

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

When possible an additional staff will be scheduled outside of ratio to assist with extra cleaning requirements.

Non-essential visitors are asked to wait outside the building.

Children and staff will spend as much time as possible outdoors while providing appropriate activities to meet the requirements of schedule G and daily health practices.

The daily practice of brushing teeth is suspended until the pandemic is over. Parents will be advised.

Staff will practice physical distancing with each other.

Team meetings will be virtual where possible. When in person meeting are held they will be limited to the Highland Team- regular employees. Staff will practice social distancing and wear masks during meetings.



Non-essential work travel is suspended indefinitely.

Essential work travel (i.e. grocery shopping) is limited to the minimum level required for service delivery. Where possible online ordering and pick-up or delivery will be used.

Travel between Highland and other sites should be limited and intentional

Appropriate PPE (gloves) are available for staff should a child become ill while in program.

Occupancy limits established and posted in each work area:

- Gym Bathrooms- 1 person each
- Early Years Classroom bathrooms- 1 staff and their group of children
- Infant and Toddler room- 4 staff and 12 children (additional support staff as required)
- Infant and Toddler Nap rooms- 1 staff with their group of children (additional support staff as required)
- Group 3 to 5 room- 4 staff and 25 children (additional support staff as required)
- Group 3 to 5 nap room- 1 staff with their group of children (additional support staff as required)
- School Age room 1- 2 staff and 24 children (additional support staff as required)
- School Age room 2- 2 staff and 23 children (additional support staff as required)
- School Age bathroom- 1 staff and 4 children
- Hallway between hallway doors and IT room- 1 staff with their group of children (additional support staff as required)
- Hallway between 3 to 5 entrance and back hall doors- 1 staff with their group of children (additional support staff as required)
- Back Hall to the Exit door- 1 staff with their group of children (additional support staff as required)
- Welcome area- 1 person waiting at a time
- Copy room- 1 person in front of copier
- Staff room- 3 people with masking (unless eating) and maintaining physical distancing
- Coordinator office- 1 person at the desk or 2 people if physical distancing
- Gymnasium- 2 staff with their group of children (additional support staff as required)
- Each program may host 1 practicum student at a time

5. Engineering Controls Established: Glass barrier in front reception area

6. Administrative Controls Established:

Staff are to assess their personal health for signs of Covid-19 before entering the child care building. Staff will fill out the daily health check either on the IPAD upon arriving or their personal cell phone each day they work.



Staff members must stay home when sick. If required for operational purposes a staff member may attend work with one of the following symptoms: sore throat, loss of appetite, body aches, headache or fatigue, if they are feeling well enough to do so and a negative rapid test. Staff will follow the BCCDC When to get tested form for further instructions.

All staff will wash their hands upon entering the work space, before and after assisting a child with toileting, before applying lotions, after personal washroom use, after coughing or sneezing, wiping a child's nose or other bodily fluids, before and after preparing snack or lunch for children, coming in from outdoors, after returning from break or documentation time and before leaving work for the day.

Guardians dropping off or picking up their child must sanitize when entering the center and wear a mask. A single use pen will be providing for signing their child in or out. Guardians will use the YMCA daily health check form to assess their child's health before bringing them to the center.

Children will wash their hands upon entering the classroom, before and after eating, after toileting and diapering, and when they come in from outdoor play.

When required or requested phone calls will be used in place of in person meetings between families and staff or Coordinators. If an in person meeting is necessary After School Care Room 1 will be used with social distancing, sanitizing, health checks for the parties involved and masking.

Small groups will be used as much as possible to promote physical distancing between children.

When staff are doing documentation they will wear a mask, observe physical distancing and sanitize their work station after use.

Team members receive training on COVID 19 including definition, transmission routes, how to minimize transmission and guidelines for safe work. The communicable disease plan will be reviewed by team members and signed off on.

Worker conduct guidelines established will be shared by email and posted on the OHS bulletin board in the staff room. **See Appendix C COVID 19 OHS Guidelines for Safe Work**

OHS bulletin board in staff room is maintained with relevant information about COVID 19 and this work safety plan.

YMCA marketing and communications team will send out emails to YMCA staff regarding COVID 19 updates about safe work guidelines.

YMCA staff only Facebook page established to provide centralized communication about COVID 19 for staff members.

Staff will verbally confirm that parents have completed the daily health check for child care participants at drop-off.



Working from home and working alone guidelines established and communicated.

Cleaning and disinfecting protocols established, documented and monitored. **See Appendix D Cleaning/Disinfecting Guidelines**

Shared items in break room reduced to a minimum or abolished (paper towel instead of clothes, disposable cutlery, etc.)

Signage posted by shared items i.e. microwave- to be disinfected between use.

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 they are unable to leave promptly they will isolate in the back hall and then leave from the back door. All areas the person was in contact with will be cleaned/disinfected as soon as possible.

Highland Coordinator to coordinate with partner supervisors of non-YMCA staff to ensure practices align (i.e. Support staff from CDC or PGNFC)

Staff members will not eat at the table with the children. When eating in the classroom staff members will be six feet away from all others and wipe down their eating area when they have finished. When possible staff member will eat in the staff room.

7. Personal Protective Equipment Controls Established:

Required PPE (masks and gloves) will be kept onsite, and supplies monitored by the Coordinator.

Cleaning and related medical supplies will be kept onsite, and supplies monitored by the Coordinator.

Staff members, school age children, parents and caregivers and other eligible people will wear masks when inside at Highland (except when eating). Cloth masks may be worn and disposable masks will be available at the sanitation station upon entering the front door. Children in Early Years programs can wear masks if desired. **See Appendix E Using Non-Medical Masks**

8. Cleaning and Disinfecting Established:

Daily general facility cleaning provided by outside contractor School District #57 Janitorial.

Twice daily enhanced cleaning and disinfecting is completed by staff. This occurs twice daily in the morning and afternoon and included high touch surfaces. Documentation is kept in the cleaning logs of each program. **See Appendix D Cleaning/Disinfecting Guidelines**

Individual cleaning and disinfecting of the staff room is completed by the team member using the room after each use. There will be a form posted on the door documenting this. When the form is full it will be moved to the COVID cleaning binder in the staff room.



Products used are approved by Health Canada as effective agents against COVID 19. Lysol or Clorox wipes or a 1:9 bleach solution will be used. **See Appendix F Safe Use Procedures**

Containers of disinfecting wipes and hand sanitizer will be kept in the lunch room and replenished by the staff when necessary.

Reasonable stockpiles of cleaning and disinfecting supplies are kept in stock in the boys change room.

Staff received written instruction of safe use of supplies- cleaning and disinfecting products, donning and doffing gloves.

Used disposable supplies are discarded immediately in the garbage.

Where possible use of cleaners and disinfectants will be timed to avoid putting people with chemical sensitivities in contact with irritants.

In addition to weekly cleaning procedures, an electrostatic spray gun will be used daily in programs on toys, equipment and furniture.

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