



COVID 19 WORK SAFETY PLAN: YMCA MASSEY CHILD CARE

Address: 2020 Massey Drive, Prince George

Phone: (250) 562-9341

- 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:** Director of Child Care Services drafted the plan. Manager of Operations and OHS representative reviewed WorkSafe safety plan and conducted a thorough workplace risk assessment guided by the COVID 19 safety plan checklist. Massey Coordinator also provided input. The plan was shared with all team members on site for additional feedback
- 3. Review/ Amendment:** Invested 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:

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.

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.

During drop off and pick up, parents and guardians are to knock on the child's classroom door or use the doorbell, but not to enter the classroom. Physical Distancing control lines are to be established as visual reminders for parents and staff. As per the recommendations of the PHO, face coverings (medical/cloth) are mandatory within all public spaces.

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, heading out or returning from outdoor play and after wiping their nose or putting their fingers in their mouths.

Where required or requested, Child Care Coordinators and staff will meet with parents over the phone or virtually, not in person.



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 wear masks/face covering at all times while indoors.**

Staff will not eat with children during meal times.

Staff may eat personal food items during children's rest time as long as a minimum of 6ft of distance is maintained from other staff and children. Staff will clean and sanitize surface after eating.

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.

Children will wash their hands before and after engaging in sensory play.

The sensory bins will be cleaned and sanitized daily.

- Non-essential visitors are asked to wait outside of the building.
- 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 practice physical distancing guidelines with other staff. Including during break time in communal break rooms. Staff will maintain a minimum of 6ft of distance from other staff.**
- Team meetings are offered virtually rather than in person. Team members who attend in person (4 maximum) use the CCRR Family classroom and practice physical distancing.
- Non-essential work travel is suspended indefinitely.
- Travel between Massey 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.
- Occupancy limits established and posted in each work area:
 - Massey washrooms – 2 persons in each
 - Classroom bathrooms – one staff with maximum of four children in I/T and 8 in 3-5
 - Kitchen – 1 person
 - Staff lunchroom – 2 persons (staff must maintain physical distancing during breaks)



- Infant and Toddler room – 3 staff and 12 children
- Group 3-5 room – 3 staff and 25 children
- School Age room – 2 staff and 20 children
- Playgrounds use classroom exit – 1 staff with their group of children. In School Age bring children down hall one group at a time.
- Copy room – 2 persons in copy area
- Infant and Toddler Nap rooms – 1 staff person with group of children

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 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 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 **Coordinator office** 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
- Team members screen participants for upon entry by asking key health questions – any COVID 19 symptoms (cough, fever, body ache, etc.), 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 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.



- 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
- Massey Coordinator to coordinate with partner supervisors for non-YMCA staff (PGNFC, or CDC to ensure support staff practices align)

6. Personal Protective Equipment Controls Established:

- Required PPE (gloves) and related medical supplies kept in stock in **office and in hallway station**. Stock monitored and maintained by onsite Coordinator.
- 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 Housekeeping staff.
- Three times daily enhanced cleaning/ disinfecting is completed by child care staff. This occurs 3x daily (morning, mid day 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** **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 hallway supply closet**.
- 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 the Director of Child Care/or Operations Manager. Additionally, an occupational health and safety committee member list is posted on OHS board in the Coordinator Office.