



COVID 19 WORK SAFETY PLAN: YMCA Fort St James Care and Learning Centre
349 Stuart Street W, Fort St James BC
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January 2022

- 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 Child Care Operations, Nechako Region, the Team Lead and a OHS employee representative reviewed 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.
- 3. Review/ Amendment:** Review monthly 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 centre . Staff will fill in a personal health form or scan in to indicate health status daily, effective December 1, 2020.

All staff wash their hands or sanitize upon entering their work space, before and after assisting and 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 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). Masks are mandatory.

Guardians dropping children off are provided with hand sanitizer or use of down stairs sink to wash hands. Staff will question arriving parent and complete the daily verbal health check for their child(ren). CHANGE IN ATTENDANCE FORM. Parents /guardians to print name on sign in and sign out sheets for contact tracing requirements.

Parents and Guardians are to bring the child to the classroom door, but not to enter the classroom. Control lines are to be established as visual reminders for parents and staff.

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



For the multiage program, when in operation, daily cleaning COVID protocols for room posted and signed by staff as cleaning measures are completed.

For the multiage program, when in operation, Daily cleaning COVID protocol for all outside play toys signed by staff as cleaning measures completed.

For the Group 3-5 program. Cleaning protocols continue for indoors and outdoors following at minimum all of the guidance in the Public Health Guidance for Child Care Centres http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance_Child_Care.pdf as well as the requirements of the child care licensing regulations.

Staff will be vigilant with cleaning (soap) then sanitizing (bleach solution) all hard and frequently touched surfaces.

During breaks there will only be one staff behind the kitchen counter or at the desk. Staff must immediately clean sanitize space and remove dishes.

Limited personal belongings allowed in rooms for staff and children. Cubbies in the main floor entry will hold most personal belongings, coats and boots of children and staff.

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

Staffing will ensure that the requirements of the regulations are always met.

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 ratio requires.

- 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. Parents will be advised.
- Staff will practice physical distancing guidelines with other staff.
- Team meetings are offered virtually rather than in person. Team members who attend in person (10 maximum) use the large (#1) room and practice physical distancing. Masks will be worn.
- 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 Fort St. James 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 and masks) are available for staff should a child become ill while in program.
- Occupancy limits established and posted in each work area:
 - Staff washroom – 1 person
 - Classroom bathrooms – 1 staff with maximum of 2 children in each
 - Kitchen – 1 person
 - Manager’s office – 2 persons (Nap Room #2 used)
 - Group Child Care Room 1 1 – 3 staff and 16 children and support worker
 - Multiage Room 2 – 2 staff and 8 children
 - Hallway stairs – 2 staff with their group of children
 - Entering stairs building 2 persons (SIGN IN)
 - Laundry room – 1 person
 - Nap Room #1 – 2 staff with group of children
 - Nap Room #2 – 2 staff with a group of children

5. Engineering Controls Established:

- None needed at this time

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 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 and parents.
- OHS bulletin board maintained **in laundry 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



- 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 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 back hallway until arrangements can be made and then exit from the hallway. All areas they were in contact with to be cleaned/ disinfected thoroughly as soon as possible
- Manager of Operations, Nechako Region to coordinate with partner supervisors for non-YMCA staff such as support workers to ensure practices align.

7. Personal Protective Equipment Controls Established:

- Required PPE (gloves) and related medical supplies kept in stock in **laundry supply room**. Stock monitored and maintained by staff.
- Reusable masks are provided to all staff and disposable masks are available at all times. Masks are worn when required as per the YMCA policy and Public Health regulations. Handout on donning/doffing and other considerations when using masks provided. **See Appendix E (Using Non-Medical Masks)**

8. Cleaning/ Disinfecting Established:

- Daily general facility cleaning provided by YMCA staff.
- Once daily enhanced cleaning/ disinfecting is completed by staff. This 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 posted in each room**. **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 laundry supply 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 the Regional Child Care Operations Manager. Additionally, an occupational health and safety committee member list is posted on OHS board in laundry room.

*As of October 24, 2021 all staff and new hires are required to provide proof of double vaccination or agree to twice weekly rapid result tests with a negative Covid result.

All current staff (by November 6, 2021) and any new hires will review and sign off on the updated Covid-19 protocols.