



COVID 19 WORK SAFETY PLAN: YMCA Vanderhoof Care and Learning Centre
186 Columbia Street W, Vanderhoof BC
Phone: (250) 567-4524
Updated January 21, 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:** The Director of Child Care Services drafted the plan. The Manager of Child Care Operations and an 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 for additional feedback.
- 3. Review/ Amendment:** Manager of Child Care Operations and OHS employee representative 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. Staff will fill in a personal health declaration online daily at or before the start of their shift to indicate the condition of their health.

All staff wash their hands 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).

Guardians dropping children off are provided with hand sanitizer and a sanitized pen to sign their child in for the day. Parents and guardians are now asked to print their full name on the updated sign in sheet for drop off and pick up to ensure accurate contact tracing. Prior to the children attending, parents completed a health declaration understanding and agreement which is filed on sight. Staff get verbal confirmation from parents that a daily check has been completed on their child.

Parents and Guardians are to bring the child to the classroom door, but not to enter the classroom. Control lines are in place 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.

Where required or requested, Child Care Coordinator, Manager 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.

- Non-essential visitors are asked to wait outside of the building. Signage will be posted.
- 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 where possible they will remain at least 2 meters apart. YMCA staff and support staff will wear masks at all times.
- Team meetings, including monthly staff meetings are offered virtually rather than in person. Team members who attend in person, 10 maximum, use the multi purpose room, wear masks and practice physical 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 ICC 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:
 - Staff washroom – 1 person
 - Classroom bathrooms – 1 staff with maximum of four children in each
 - kitchen – 2 people with masks
 - Managers office – 2 people with masks
 - Multi-purpose room– 1 staff with their ratio group of children
 - Infant and Toddler room – 2 staff and 8 children plus additional support staff as required
 - Group 3-5 program – 2 staff and 16 children plus additional support staff as required
 - School Age room – 2 staff and 24 children plus additional support staff as required
 - Hallway between classroom– 1 staff with their group of children



- Waiting/ welcome area – 1 person
- Laundry room – 1 person
- Infant and Toddler Nap rooms – 1 staff person with group of children
- Stairway to School Age Program – 1 staff with a group of children

5. Engineering Controls Established:

- Glass barrier in front reception area.

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.
- OHS bulletin board maintained **outside the infant and toddler 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 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 Child Care Operations, Nechako Region to coordinate with partner supervisors for non-YMCA staff (PGNFC, or CDC to ensure support staff practices align)

7. Personal Protective Equipment Controls Established:

- Required PPE (gloves) and related medical supplies kept in stock in **infant and toddler washroom. Excess in in sanitization station in the Multi-Purpose room.** Stock monitored and maintained by Manager of Child Care Operations.
- Disposable masks are available at all times. Masks are worn at all times with the exceptions set out in the Child Care Guidelines provided by the BC Centre for Disease Control, 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 outside contractor District of Vanderhoof Janitorial
- One time daily enhanced cleaning/ disinfecting is completed by staff. This occurs daily mid 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 file in the office. See Appendix D (Cleaning/ Disinfecting Guidelines)**
- Products used are approved by Health Canada as effective agents against COVID 19. Disinfecting 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 Janitorial closet and front desk**
- Staff received written instruction of safe use of supplies (cleaning/ disinfecting products, donning and doffing gloves)
- 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 Manager of Child Care Operations, Nechako Region. Additionally, an occupational health and safety committee member list is posted on OHS board in copy room

*Masks wearing is now mandatory for school aged children. Masks are worn in all YMCA indoor settings.



*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.