



COVID 19 WORK SAFETY PLAN: Foundry Quebec St. Extension

**Address: 100-490 Quebec St. Prince George, BC. V2L 5N5. Phone: 250-640-4574 (site lead); various
Revised February 11, 2022**

This plan covers multiple programs within the same site: Alternative Suspension, Youth Works, Foundry Works, Y Mind, and YCAN.

- 1. Purpose:** The YMCA of Northern BC, who operates the Foundry Quebec St. Extension, is committed to providing a safe, healthy workplace for all YMCA team members and working in collaboration with co-located agencies. 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 plan was developed by the YMCA's Director of Community Health and YCAN Coordinator (on site staff and member of the OHS committee). They reviewed WorkSafe safety plan development materials and conducted a thorough workplace risk assessment guided by the COVID 19 safety plan checklist. Site staff provided additional feedback. Revisions to reflect current public health guidance and community conditions were made by the Director of Community Health with input from the OHS committee.
- 3. Review/ Amendment:** The Director of Community Health and the YCAN Coordinator and/ or an OHS worker representative will review and update the work safety plan quarterly 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:**
 - Services are delivered in person, over the phone, and virtually depending on participant needs. Given the unique needs of participants accessing the site, many services will be provided in person as essential services
 - Schedules reflect the minimum number of team members needed for safe and effective service delivery
 - Some staff are required on site to meet operational needs but team members who can work from home may do so following discussion with their supervisor and completion of a working from home agreement. **See Appendix A (Working from Home Guidelines)**
 - In-person organized groups are suspended indefinitely. Services typically provided in groups may be conducted one on one. Alternative suspension is an essential service offered to a small, fluctuating group of young people but is not considered an organized group
 - Non-essential visitors to the site are considered on a case by case basis. All visitors sign in at reception and provide contact tracing information.
 - One on one outreach and outreach to community locations like schools can take place if essential and while following safety protocols like masking and physical distancing when possible. **See Appendix B (Working Alone Guidelines)**
 - Team meetings are offered virtually rather than in person



- Non-essential work travel outside of local area requires director approval, following consideration of current conditions and public health direction
- Transporting participants is not permitted unless deemed essential to specific outreach roles only and must be approved by a supervisor
- 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 the Extension and other sites should be limited and intentional
- Furniture is configured to support physical distancing (example: desks in the classroom)
- Participants who choose not to wash or sanitize hands upon entry or who behave in ways that puts others at risk do not receive in-person services (determined on a case by case basis and reviewed regularly by centre leadership)
- Extension team members include staff trained in occupational first aid and appropriate kits are kept stocked by occupational first aid attendants
- Alternative suspension classroom occupancy limit is 6. Distancing between desks and work stations in the classroom are marked on the floor. Staff are asked to maintain physical distance in all areas whenever feasible
- Other staff currently in individual offices. Staff who meet with participants in their office have adequate space to physically distance. The shared reception and large exterior foyer can also be used to support physical distancing

5. ENGINEERING Controls Established:

- Plexi-glass barriers not currently required to support safety
- Suite door is kept closed as is exterior door to shared foyer

6. ADMINISTRATIVE Controls Established:

- Team members will review and sign off on COVID 19 HR policies that outline expectations for behaviour and the YMCA's COVID negative approach. Policy will be updated and redistributed as indicated
- 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 or sanitize hands upon entry to building, before breaks, and as indicated throughout the day (signage posted in washrooms and at desk outside of suite door entry). Hand sanitizer and disposable masks available at desk outside of suite door entry
- Team members to direct participants to wash or sanitize hands upon entry to building
- Team members indicate options for where participants/ social bubbles should sit when entering a room to ensure physical distancing between staff and participants
- When two people are using the hallways, the person in the hallway first has the right of way and the second person should step into an office or other area to keep physical distance
- OHS bulletin board located on wall at end of hallway by back exit and is maintained by YCAN Coordinator. Board contains general and COVID 19 specific health and safety information, including this work safety plan



- YMCA staff only Facebook page developed and provides centralized access to communications about COVID 19
- Working from home, working alone guidelines established and communicated
- All staff strongly encouraged to be fully vaccinated and to receive recommended booster shots. As of October 24, 2021, all employees are required to either provide evidence of their BC Vaccination Passport or agree to mandatory bi-weekly rapid testing or equivalent. Test kits are provided by the Y for staff to self-administer. Positive tests must be reported to their supervisor immediately. Staff are required to be fully vaccinated to work at Foundry.
- Cleaning/ disinfecting protocols established, documented, and monitored. **See Appendix D (Cleaning/ Disinfecting Guidelines)**
- Shared items in shared kitchen reduced to minimum levels with disposable options. Signage posted that shared appliances must be wiped down with disinfectant before and after use)
- Team members must complete the employee health check for symptoms prior to or upon entering YAP and must not enter if sick. Employee health checks can be accessed on the YMCA website or by scanning the QR code on posters widely available at each site. Poster is located by desk at suite entry door. The Employment Programs Manager is responsible to track compliance with employee health checks for all staff on site
- Team members must stay home if sick. Following sickness, as per current public health guidance, fully vaccinated staff can return to work 5 days after the start of symptoms if they do not have new or worsening symptoms and feel sufficiently recovered to work.
- If available, rapid tests will be provided to staff to support their well-being and decision making. Northern Health testing is not expected as it is currently limited to priority groups only
- 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 in an office until arrangements can be made and then exit from the back exit. All areas they were in contact with to be cleaned/ disinfected thoroughly as soon as possible
- Violence prevention plan developed and reviewed by staff (anticipating challenging participant behaviour in response to restrictions). **See Appendix D (COVID 19 Violence Prevention Plan).**

7. **PERSONAL PROTECTIVE EQUIPMENT (PPE) Controls Established:**

- Gloves provided. Stock monitored and maintained by the employment programs manager.
- **Mask use for employees is mandatory in all public and shared areas.** When working alone in an office, mask use is at the discretion of the employee. Medical grade surgical masks are provided and encouraged for all employees although staff may choose to wear their own three-layer mask that fits their face well. Medical masks are required when staff go to Foundry's main site. Mask stock monitored and maintained by Employment Programs Manager (medical masks can be ordered through nurse at Foundry)
- Disposable masks provided to participants for personal use. Mask use by participants is expected at all times, except when participants are eating in designated areas or using the washroom. Physical distancing should be maintained whenever possible, even when masks



are worn. Staff to consider participant capacity and mental health status when monitoring for mask compliance. Note that employees are required to encourage participants to use masks but are not required to enforce mask use when participants refuse. Employees to be mindful of potentially strong reactions from participants and to prioritize personal safety over compliance. **See Appendix D (violence prevention plan)**

- Handout on donning/ doffing and other considerations when using non-medical masks provided. **See Appendix E (Using Non-Medical Masks)**

8. CLEANING/ DISINFECTING Established:

- Shared areas of the site are cleaned weekly by designated staff members on a rotating basis, according to a posted cleaning schedule.
- Twice daily enhanced cleaning/ disinfecting is completed and documented by designated staff. This occurs twice daily (morning 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 in reception. **See Appendix D (Cleaning/ Disinfecting Guidelines)**
- Individual room cleaning/ disinfecting of offices are the responsibility of individual team members occupying the space
- 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)**
- Reasonable stockpiles of approved cleaning/ disinfecting supplies are kept in stock and stored in white cupboards at reception
- 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

9. MENTAL WELLNESS Support Established:

- The YMCA recognizes the impact of COVID 19 on team members' mental wellness
- Team members encouraged to remain calm and kind with colleagues while still reporting concerns and issues around non-compliance with recommendations/ policies in respectful ways so they can be corrected
- Team members are encouraged to "over-communicate" important information when indicated, recognizing that people are less likely to absorb information when stressed
- Check-ins, discussion on mental wellness and coping are part of team meetings as indicated
- Information on mental health and substance use resources to be posted on the OHS bulletin board (benefits information for eligible staff, general resources)
- Counselling options available to staff eligible for benefits; temporary counselling option extended to any staff ineligible for benefits until August 31, 2022

Questions/ Concerns with Work Safety Plan? Questions and concerns should be directed to the YMCA's Director of Community Health or the YAP Coordinator. An OHS committee member list is posted on the OHS bulletin board in the staff room.