



PROGRAM CENTRE COVID-19 WORKPLACE SAFETY PLAN

Pertinent to:

- **Health + Fitness Centre on 1 – 3rd floors**
- **Administration on 4th floor**
- **Leslie Diamond Early Learning and Child Care Centre on 5th floor
and**
- **Rooftop Garden on 5th floor**

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Introduction

COVID-19 is a respiratory infection spread by droplets, which are small particles that are dispersed one to two metres when people cough or sneeze. Droplets can land on surfaces, and people who touch those surfaces and contaminate their eyes, nose or mouth may become infected. This is similar to how influenza spreads.

COVID-19 can cause severe illness in certain populations, particularly the elderly and adults with chronic or underlying health conditions. For most of the population, including children and healthy adults, disease symptoms are relatively mild and similar to a common cold.

This document is provided as a guide for staff working at the YWCA Program Centre during the COVID-19 pandemic. This plan is meant to reduce the risk of exposure to the COVID-19 virus and protect employee's health and wellbeing while still allowing normal work to proceed. This document covers engineering controls, administrative controls, supplies, and policies specific to the Program Centre. Notwithstanding anything noted in this document, common sense shall prevail – if it doesn't feel right, don't do it. Contact your supervisor or safety representative regarding any concerns.

*Please note that this information is subject to change to ensure compliance with Vancouver Coastal Health Authority, BC Centre for Disease Control, and BC Ministry of Health' most recent guidelines.

Since the novel COVID-19 outbreak began, we have been following the directions of Dr. Bonnie Henry, our Provincial Health Officer.

Everyone coming to the YWCA Program Centre, 535 Hornby Street, Vancouver must consistently adhere to our plan and protocols. Concerns and questions can be directed to your supervisor / manager.

When to come to work

To ensure that we do not exceed our maximum capacity and to maintain adequate physical distancing, employees may only attend the Program Centre for work, under the following conditions:

- a. If you have been assigned a regular schedule of set days and times per week, that you may be at the Program Centre or
- b. If you need to attend on an occasional basis, you must email enquire@ywcavan.org who will assign you with a date and time when you may be onsite.
- c. All staff will be required to conduct a health self assessment using the THRIVE App on their mobile phone, or at <https://bc.thrive.health/> each day before coming into the workplace. H+F and 4th floor staff will be check in with Member Services to verify they have completed and passed the daily health screening before entering the Program Centre. Child care staff will complete the same process but will check in with the Leslie Diamond supervisor.
- d. You are not permitted to come to the office under the following conditions:
 - If you have not been scheduled to be at the Program Centre;
 - If you have COVID-19 or are experiencing symptoms of COVID-19 (Fever, Dry Cough, Tiredness, Loss of sense of taste / smell or sore throat);
 - if you have travelled internationally in the last 14 days; or
 - If you are in close contact with a person infected with COVID-19

Anyone displaying COVID-19 symptoms, will be provided with a non-medical mask and immediately asked to leave the workplace.

Sick policy during COVID-19:

Employees who are sick MUST stay at home especially when experiencing the symptoms of a cold, flu, or COVID-19 including a cough, sneezing, runny nose, sore throat, fatigue.

Procedure:

- a. No employees or clients can be at a YWCA workplace if they are known to be sick
- b. Anyone who is sick while at the workplace will be provided with a surgical mask and sent home immediately
- c. Any employee must go directly home and/or stay at home if they have:
 - Been diagnosed with COVID-19, or waiting to hear the results of a COVID-19 test
 - Has any symptom of COVID-19, even if mild and have been in contact with a suspected, probable or confirmed case of COVID-19, or been informed by public health that you may have been exposed to COVID-19
- d. According to the BC Centre for Disease Control, isolation must occur for anyone:
 - with symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must self-isolate at home for a minimum of 10 days;
 - under the direction of the provincial health officer to self-isolate must follow those instructions;
 - who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.

High Risk Considerations

Please speak with your supervisor if any of these circumstances applies to you:

- If you are immunocompromised or have an underlying health condition. According to the BCCDC, those who are at high risk for severe illness are: 60 years and older; at risk due to underlying medical conditions (heart disease, diabetes, respiratory diseases, cancer) for self or immediate family member (related to COVID), at risk due to compromised immune system from underlying medical condition or treatment (chemotherapy)
- If you need to care for children / elderly, when there are no other options.
- If you are pregnant.

Maximum Capacities:

Under no circumstances, may these maximum capacities be exceeded. As at May 2020, the following maximum capacities have been set for the Program Centre. These maximum capacities will change according to BC's Restart Plan. As such, staff should pay attention to signage within the Program Centre, regarding changes to maximum capacities as this plan will not change, each time the maximum capacity changes.

Health and Fitness:

- As of May 2020, in Phase Two of BC's Restart Plan, a maximum capacity of 75 been set for the YWCA Health + Fitness Centre, this is 20 employees/60 members. The Health + Fitness Centre facility encompasses three floors.
- Maximum capacities for the lobby, pool and workout areas have also been set and are contained within this document and also posted on the doors of those areas.

4th Floor Administration:

- As at May 2020, a maximum capacity of 25 employees has been set for the Program Centre 4th floor.
- Maximum capacities for communal areas of the 4th floor have also been set and are contained within this document and/or posted on the doors of those areas.

5th Floor: Leslie Diamond Child Care Centre

- As at May 2020, a maximum capacity of 26 children and 12 employees has been set for Leslie Diamond Child Care Centre.

5th Floor: Rooftop Garden

- As at May 2020, a maximum capacity of 25 employees has been set for the Rooftop Garden.

Controls:

a. Limiting Number of Employees, Members and Guests

- Where possible, staff will work from home.
- To ensure that we do not exceed the maximum capacity set, we will:
 - schedule staff who need to attend on a regular basis;
 - an online booking schedule is in place for members and Personal Trainers to pre-book their workouts. Drop-ins are not permitted unless there is capacity.
- For staff, wanting to attend the Program Centre on occasion, they must contact Erika Haraguchi at eharaguchi@ywcavan.org who will assign them with a date and time that they may be at the Program Centre. No staff may be at the Program Centre unless scheduled.
- We are discouraging visits from guests / clients to the 4th floor at this time
- Signage will indicate that members, guests and staff may not access the site if they are sick.

b. Physical Distancing:

- Physical distancing will be compulsory in the site with wall signage and/or floor stickers indicating 2-meter / 6-foot distancing
- Directional arrows will be placed in areas with narrow corridors / spaces where distancing is an issue
- When a virtual meeting is not an option, staff will meet in large meeting spaces – not in enclosed offices
- Kitchens / washrooms will have maximum capacity numbers posted outside these areas
- Staff meetings will take place online / virtually.
- Health + Fitness staff training will be done in small groups

c. Engineering Controls:

- In areas where physical distancing between desks is challenging or not possible, plexiglass will be installed
- Maximum capacity numbers of staff, clients and members will be posted
- No dishes, mugs, or utensils will be available for use by guests or staff

d. Cleaning:

- Staff will be expected to clean their workspace at the beginning and end of each day.
- Disinfectant spray is available for staff to clean their work areas including computers, keyboards, desks, mice
- High touch surfaces will be cleaned a minimum of twice per day with disinfecting solutions
- Washrooms: High touch areas (lights, handles, counter) will be disinfected throughout the day, minimum 3 times
- BSWs will clean the facility nightly
- If cleaning or sanitization is required due to an unforeseen event, please contact bsw@ywcavan.org or if an emergency Al Trinidad atrinidad@ywcavan.org

e. Personal Protective Equipment (PPE):

- Physical distancing and engineering controls are our first line of defense, with PPE considered the last line of defense.
- PPE, including surgical masks and gloves will be provided should the job require it, and/or if physical distancing and other control measures are not in place.

f. Hygiene and Personal Health:

- Handwashing with soap and water is still the single most effective way to reduce the spread of illness.
- If sinks for hand washing are not available, alcohol-based hand sanitizers (ABHS) containing at least 60% alcohol may be used.
- Staff are to wash their hands frequently (minimum of 20 seconds, with soap) throughout the day - including:
 - When they arrive / before they go home,
 - Before handling food
 - Between handling raw and cooked food - cross contamination is a risk
 - Before and after taking or applying medication or ointment
 - After using the toilet
 - After contact with body fluids (runny noses, spit, vomit, blood)
 - After cleaning tasks
 - After removing gloves
 - After handling garbage
 - Whenever hands are visibly dirty
 - Before and after touching common surfaces.

6 Steps for proper handwashing:

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. Wet hands with warm running water. 2. Apply a small amount of liquid soap. 3. Rub hands together for at least 20 seconds (sing the ABC's). Rub palms, backs of hands, between fingers and under nails and creating a lather | <ol style="list-style-type: none"> 4. Rinse off all soap with running water. 5. Dry hands with a clean, disposable towel. 6. Discard the used towel in the waste container |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- Get plenty of sleep and regular exercise
- Speak to your supervisor about taking vacation days to help alleviate potential burnout

- Take breaks outside, while safely respecting social distancing measures.
- g. Respectful, Clean Working Environment:**
- Staff are responsible for keeping their work area tidy and clean. There should be no excess paper on desks, or storage under desks
 - A culture of clean hands and cleaning is imperative for all e.g. when using common items, wash / sanitize hands before and then disinfect the area after use. i.e. photocopier
- h. Injury Reporting and First Aid Procedures:**
- Report all injuries and illnesses or any suggested changes to these protocols to supervisor
 - Minor First Aid Treatment can be obtained by contacting 5777. For major incidents contact 9-911 and 5555.

Health + Fitness Protocols

a. Arrival to the Workplace:

- Use hand sanitizer and / or wash your hands when you arrive to the facility
- Use Simple in/out upon arrival – this will facilitate knowing who was in the building on what days, should contact tracing be necessary, when signing in staff are acknowledging they are symptom-free
- Until January 8th, 2021 All staff will be required to conduct a health self assessment at <https://bc.thrive.health/> each day before coming into the workplace. H+F and 4th floor staff will be check in with Member Services to verify they have completed and passed the daily health screening before entering the Program Centre.
- Staff and guests will be reminded through signage at the Lobby entrance door, through active screening they will be reminded that they should not be at the workplace if they are displaying any symptoms and that they will be provided with a non-medical mask and sent home
- Numbers are managed through online booking system. All members must pre-book workouts using MYCLUB. Workout times are staggered throughout the day to avoid crowding/congestion and reduce wait times. Members can cancel booking at any time if not feeling well with no consequence.
- Members acknowledge COVID protocols and new facility rules/etiquette prior to first visit.

Mask Policy

- As per the Public Health Order masks must be worn indoors in all common areas. Masks do not need to be worn while performing exercise

b. Main Lobby

- Maximum Capacity - 20
- Floor markers/arrows are in place for physical distancing
- Elevator capacity is two persons or one family
- PPE disposal is provided

c. Member Services Desk

- Plexiglass has been installed at each member services workstation as an engineering measure to reduce transmission
- Transactions/conversations shall not take place on the front counter to promote physical distancing in the corridor in front of the desk/elevators
- Two (2) staff are permitted to work at the main member services desk
- An additional workstation, with plexiglass has been added in the lobby
- Furniture/lounge area has been removed at this time

d. Pool:

- Pool Office
 - Maximum capacity - 1
 - No personal items stored in this area
 - No dishes, utensils stored. Staff will bring filled portable cups
 - Fridge is available to store food for breaks Bring food, plates and utensils for the day, no long-term storage of food in the fridge is permitted
 - No eating/breaks in the pool office
 - All paper, non-essential items have been removed
 - Lifeguards shall bring clean uniform to work and store clothes in personal bag in the locker room
 - Lifeguards will have their own fanny pack with PPE and whistle
 - Any equipment that must be shared (i.e. pool testing kit) needs to be cleaned with soap and disinfected after each use and end of shift
 - Staff will disinfect countertop frequently
 - BSW staff will clean washroom throughout the day and a deep clean at night
 - Masks must be worn in this office
- Pool Deck
 - Capacity -
 - Pool Area - 10
 - Whirlpool -3
 - Steam Room - 1
 - Whirlpool/Steam Room will be in operation only if there are no active outbreaks in our region (Vancouver Coastal Health)
 - All equipment is removed from the deck
 - Swim sessions to be scheduled under online bookings. Six (6) every 30 minutes.
 - Members shall enter the pool area from the locker room, or lobby.
 - All members will shower before pool use, using locker room showers or pool deck.
 - Lifeguard will announce five minutes to end of session, and one-minute warning
 - Lifeguard to disinfect touch points every 30 minutes
 - Members can bring personal pool equipment where practical, i.e. fins etc. they must be approved by lifeguard
 - Aquatics group fitness classes or family swim are suspended

e. Locker Rooms

- Maximum Capacity (based on 5m sq. per person)
 - Women's Locker room
 - 1st floor – 2 members
 - 2nd floor – 15 members

- Men's Locker room
 - 1st floor – 10 members
- Distancing markers are in place
- Additional paper towel dispensers and disinfectant added
- Chairs at vanities removed
- Hair dryers available, masks must be worn while using
- Proper Handwashing signs are posted
- Locker room etiquette posters; limit time in locker area, wipe/disinfect all that you touch, maintain 2 m physical distance from others, masks must be worn in all common areas

f. Third Floor

- Maximum Capacity (based on min. 70 sq. ft. per person (or less))
 - Studio One - 16
 - Studio Two- 16
 - Women's Only - 5
 - Cardio Room - 21
 - Co-ed Weight Room - 8
 - Stretch Area – 4
 - Treatment Room - 2
- One directional access. Stairwell #3 is up, Stairwell #2 down to locker rooms
- Equipment removed from hallways, no workouts permitted in hallways to promote physical distancing and two-way direction
- Additional paper towel dispenser and disinfectant added
- Members instructed to clean equipment before and after use, allowing equipment to air dry naturally
- Online booking system in place to manage and record attendance
- Additional signage in different languages for social distancing and sanitizing.
- Floor markers indicate physical distancing of >2 metres
- Members can bring individual equipment where practical i.e. yoga mats, small weights etc.

g. 4th Floor Pilates Studio

- Maximum Capacity – 2 (trainer and client)
- Sessions booked with 15 minutes' time in between to clean equipment
- Pilates Trainers to clean equipment after each client
- Hand sanitizer and disinfectant available

h. Group Fitness Classes - Low intensity classes only as per BC guidelines

- Floor markers indicate participant's workout space, these markers are placed 9 feet apart
- Class bookings are available through MYCLUB, Member Services or emailing bookings@ywcavan.org. All classes must be booked in advance, no drop-in's allowed.
- Maximum capacity in classes is 15 participants plus instructor allowing 7msquared per participant. Studio One 3150 sq. ft. Studio two 2800sq. feet
- Unused equipment has been removed from the studios to create larger workout space
- Hand sanitizer and disinfectant available for participants to wipe equipment before and after class.
- Classes are schedule with 30 minutes between classes for proper cleaning of equipment
- Members are asked to come dressed for their workout and not use the locker room

- No shouting or singing in classes
- Enter/exit doors to eliminate congestion
- Microphones available for instructors, each instructor has their own windscreen and mic belt
- Low intensity classes only – that do not result in significantly increased respiration rates
- Rules/flyer are posted throughout the facility

i. Personal Training

- All sessions will be scheduled ahead of time
- Trainers and clients will refrain from physical contact and adhere to the 2 metre physical distancing requirement from each other during the session
- As much as possible coaching sessions will be conducted in a manner that avoids touching clients. Use verbal cuing or technology where possible
- The number of trainers on the gym floor at any one time is limited to 5

j. Towels

- Towel service is operational

4th Floor Protocols

a. Arrival to the Workplace:

- Signage at the Lobby entrance door will remind staff, volunteers, members and guests to not be at the workplace if they are displaying any symptoms and that a non-medical mask will be provided and the individual will need to go home.
- Use hand sanitizer and / or wash your hands when you arrive at the office
- Use Stairwell #1 instead of elevators where possible
- Elevator maximum is two persons or one family
- Use Simple in/out upon arrival – this will facilitate knowing who was in the building and on what days, should contact tracing be necessary. Simple in/out is also staff's acknowledgement that they are symptom-free.
- With the Active In-Person Screening, we are still asking you to use Simple In/Out, but we are also asking you to check in at the Member Services desk, when you first arrive at work, to show your daily self assessment from the BC Covid- 19 app. This check in step will only be in effect for the period of time, required by the health order.

Member Services will then log that you have complied with our active in-person screening process.

- Guests and staff to the Program Centre shall also stop at Member Services before proceeding to 4th floor and asked the health screening questions (see appendix A for questions) All guests will sign the guest register on the 4th floor
- Staff are encouraged to work from home where possible. Any staff not regularly scheduled to work at Program Centre shall contact enquire@ywcavan.org to arrange time/day to come to the workplace

MASK POLICY

- Everyone is required to wear masks in all common areas of the building as per the latest Public Health Order

b. Entering/Exiting the 4th Floor Administration Area:

- There is one-way directional flow into and out of the 4th floor admin area
 - Enter the administration area via the east door
 - Exit the administration area via the west door
- c. 4th Floor Reception area:**
- The maximum capacity behind the reception desk is 1 employee
 - Staff may not enter the reception area when another employee is working behind the desk
 - Reception staff are to remain behind plexiglass when meeting / greeting clients.
 - Ensure clients / guests sign in
- d. Movement about the office:**
- Adhere to a 6-foot (2-meter) distance from all staff / clients
 - If you encounter someone in the hallways, move out of the way to allow them to pass you with as much clearance as possible
 - Follow directional arrows when indicated
- e. Office Sharing:**
- The maximum capacity for every office is 1 person
 - Offices are for individual staff use only.
 - For those who currently share offices, they must ensure that they are not in the office at the same time or one is able to work in a different area.
 - In-person meetings may not occur in offices.
 - We are also not encouraging desk sharing.
- f. Staff Kitchen:**
- The maximum capacity for the staff kitchen is 3 persons. Please maintain physical distance while using this room to prepare food/drinks.
 - Staff are encouraged to eat their lunch outside if possible, so that the kitchen is accessible to others.
 - Wash your hands when entering the kitchen
 - Use disinfecting-spray and paper towel to clean the high touch areas in the kitchen after utilizing (microwave door, counters, or eating area)
 - The dishwasher will not be available, nor will there be communal plates, cups or utensils. As such, staff must bring in their own food, with whatever dishes, cups and utensils that they need and take it home with them or store in their own desk area.
 - Long term storage of food in the fridge is not permitted.
 - MacBlo is set up as an alternate lunch room, please use this area to eat and relax.
- g. Meeting Room Kitchen**
- The maximum capacity for the meeting room kitchen is 1 person.
 - This kitchen may only be used for hand washing only and may not be used for food preparation.
- h. Washrooms:**
- The maximum capacity of the 4th floor women and men's washroom is 2 people each.

- The main doors of the washrooms will remain open to reduce touching of the pin pad and door handles.
 - If the washroom is fully occupied, please wait outside and allow others, using the corridor to pass safely.
 - Wash hands thoroughly for at least 20 seconds with soap after using the washroom and dry with paper towel provided
 - Avoid touching any doors / surfaces with clean hands upon exit
 - Do not brush teeth or use the washroom for personal grooming
- i. General Work Areas:**
- Please keep work areas clean and clutter free of papers, personal mementos and other items that prevent the surfaces from being cleaned regularly.
- j. Photocopier/Mail Room:**
- The maximum capacity for the photocopier / mail room is 2 people
 - Staff entering the photocopier / mail room must sanitize their hands upon entry
 - Only staff are to use the photocopier and must wipe down any touchpoints after use
- k. Meeting Room Use:**
- Each meeting room will display the maximum capacity.
 - In-person meetings should not occur, with virtual meetings being the preferred option.

5th Floor Leslie Diamond Child Care Protocols

Childcare remains open because there has been no evidence of transmission or reported outbreaks within childcare settings in BC, Canada. Children who attend childcare and childcare staff who are healthy adults are not at high risk from COVID-19. If children and staff are ill, have runny noses, a fever or are sneezing, they should stay home.

Information provided by:

<https://www.peelregion.ca/health/infectioncontrol/pdf/ENV-0227.pdf>

https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19_child_care_guidance_-_2020_may_15_-_final.pdf

For more information, please refer to BC Centre for Disease Control:

- <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/common-questions>

We take responsibility to adhere to best health practices in order to safely care for the children during the novel COVID-19 outbreak. We recognize the many complexities in providing childcare services while aiming to minimize the health risk factors associated with the novel COVID-19 virus. The additional policies and procedures that we put in place in our daily practice are intended to help minimize the risk and spread of the virus.

Our guidelines strictly align with the BC Ministry of Health's Guidelines for Childcare

Settings: <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-response-covid-19/child-care-response-covid-19-provider/child-care-response-covid-19-health-safety>

We are licensed through Community Care Facilities and follow regulations outlined by Childcare Licensing. We incorporate BC's Public Health Guidelines into existing health and safety policies and procedures for childcare settings in order to protect children, parents and caregivers, and staff from the spread of COVID-19.

We request that these procedures be consistently adhered to by families who attend our childcare. Concerns and questions can be directed to the staff on duty or the Director of Family Services.

a. Leslie Diamond Morning Drop Off:

- Families will be asked to line up 6 ft. apart along the breezeway
- One LD staff member will wait in the lobby to manage the line and check families into childcare
- Parents will be asked to use hand sanitizer upon entering the lobby
- Families will be greeted by one LD staff member in the lobby and asked to complete the health screening questionnaire as follows:
 - If first visit, all families will sign a hard copy of the YWCA Childcare Daily Health Check document found at Appendix C
 - For parents who have already signed a health declaration, the receptionist will verbally ask the health screening questions found at Appendix D
- Families will go up the elevator to 5th floor
- One LD staff member will greet the family and take the child into the entry bathroom to wash their hands
- Parent will take the stairs to the 4th floor and catch the elevator from there down to the lobby

b. Leslie Diamond Evening Pick Up

- Parents will be asked to sanitize their hands when they enter the lobby by H&F staff
- Parents will take the elevator up to the 4th floor and line up the stairwell to the 5th floor 6 ft. apart
- LD staff will pass the children to the parents outside the door of the centre
- Parents and children will take the elevator down to the lobby

c. Daily Screening

It is the responsibility of every parent to conduct a daily health check for themselves and their child before attending or dropping their child off at the facility. Staff members will also be responsible for conducting a daily health check. A checklist to conduct a daily health check, along with steps to take if experiencing symptoms, is available as Appendix C.

Upon arrival, the parent/caregiver will be asked by staff if they have completed their daily health check and to confirm that their child has passed and is well enough to attend the centre.

Staff will also be required to conduct a health self assessment at <https://bc.thrive.health/> each day before coming into the workplace. Staff will be asked by their Senior Supervisor to verify they have completed and passed the daily health screening before entering the childcare centre.

-
- The parent/caregiver will be asked by staff if they or their child/ren have any cold-like or COVID-19 symptoms:
 - Fever of over 38 degrees

- Chills
 - Cough or worsening of chronic cough
 - Breathing difficulty
 - Loss of sense of smell or taste
 - Diarrhea
 - Nausea and vomiting
- The parent/caregiver will sign a form stating their children & family's health.
 - If they respond YES to any of the questions on the health check declaration form, their child will not be permitted to attend the program for a period of 10 days after the onset of symptoms.
 - If they respond YES to the questions "Has your child had contact with anyone known to have tested positive for the COVID-19 virus?" or "Has your child or anyone in your household travelled outside of Canada in the last 14 days?" they are required to self-isolate* for 14 days based on the Quarantine Act.
 - For children continuing into the centre, the parent/caregiver will say goodbye to the child outside of the program entrance area.
 - The child/ren will enter the program space with a staff member and wash their hands immediately upon entering.

d. Hand Hygiene

- The maximum capacity for the Adult Washroom is 2 (1 adult and 1 child) and for the children's bathroom it is 4 people (2 adults and 2 children)
- Handwashing with soap and water is still the single most effective way to reduce the spread of illness.
- Children may forget about proper hand washing, so staff will practice with them often and teach them to wash their hands properly in a fun and relaxed way.
- If sinks for hand washing are not available, alcohol-based hand sanitizers (ABHS) containing at least 60% alcohol may be used.

Children should wash their hands:

- When they arrive/ before they go home
- Before eating and drinking
- After using the toilet
- After playing outside
- After sneezing or coughing into hands
- Whenever hands are visibly dirty

Staff Should wash their hands:

- When they arrive/before they go home
- Before handling food, preparing bottles or feeding children
- Between handling raw and cooked food – cross contamination is a risk
- Before and after giving or applying medication or ointment to a child or self
- After changing diapers, assisting a child to use the toilet, using the toilet
- After contact with body fluids (runny noses, spit, vomit, blood)

- After cleaning tasks
- After removing gloves
- After handling garbage
- Whenever hands are visibly dirty

6 Steps for proper handwashing:

1. Wet hands with warm running water.
2. Apply a small amount of liquid soap.
3. Rub hands together for at least 20 seconds (sing the ABC's). Rub palms, backs of hands, between fingers and under nails and creating a lather
4. Rinse off all soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container

e. Personal Protective Equipment

COVID-19 Public Health Guidance for Child Care settings states that personal protective equipment, such as masks and gloves, are not needed beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.

- Masks:
 - At this time masks are not required in childcare settings. It is a personal choice if staff choose to wear a mask.
 - Children will not be required to wear a mask.
 - According to BCCDC, masks should be used by sick people to prevent transmission to other people. Masks are an appropriate part of infection prevention and control if you have symptoms of COVID-19 or are caring for a person with symptoms.
- Gloves:
 - Staff wear disposable gloves when cleaning body fluids (e.g. runny nose, vomit, stool, urine), and when diapering.
 - Staff wear disposable gloves when following the cleaning protocols under the “cleaning and disinfecting” section of these operating procedures
 - For more information please visit: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>

f. When to stay Home

Staying home when sick is one of the most important ways to reduce the spread of communicable diseases, including COVID-19. This is why it is important for anyone who is sick to stay home.

Staff or children who have previously diagnosed health conditions (such as allergies or asthma) are encouraged to inform YWCA staff of this pre-existing condition right away. Children or staff who are experiencing symptoms of a previously diagnosed health condition do not need to stay home and are not required to provide a doctor's note to attend a child care facility.

Asymptomatic staff and children may still attend child care settings if a member of their household develops new symptoms of illness. If the household member tests positive for COVID 19, public health will advise on self-isolation and when the child may return to the childcare setting.

Children and child care providers should stay at home when **new symptoms** of illness develop, such as:

- Fever
- Chills
- Cough
- Difficulty breathing (in small children, this can look like breathing fast or working hard to breathe)
- Loss of sense of smell or taste
- Nausea or vomiting
- Diarrhea

For mild symptoms without fever, children and staff members should stay home and monitor symptoms for 24 hours. If symptoms improve and the child/staff member feels well enough, they can return to the child care facility without further assessment or doctor's note, as long as their condition does not contravene the regular YWCA Health policies.

If symptoms include fever or difficulty breathing, or if symptoms last for more than 24 hours or get worse, families should seek a health assessment by calling 8-1-1 or a primary care provider. If a COVID-19 test is recommended as a result of the health assessment, self-isolate while waiting for results.

- **If the COVID-19 test is positive**, self-isolate and follow the direction of public health.
- **If the COVID-19 test is negative**, return to the child care facility when child feels well enough to participate, and symptoms are in compliance with the YWCA Health Policy.
- **If a COVID-19 test is recommended but not done**, self-isolate for 10 days after the onset of symptoms and return when feeling well enough to participate.

If you are unsure, call 8-1-1 for advice.

See the [BCCDC website](#) for more information on when to seek emergency care.

If a COVID-19 test is not recommended, staff and children may return when well enough to participate, and symptoms are in compliance with the YWCA Health Policy.

****Please note this information is subject to change based on the most current advice of the Public Health authorities. If there is a suspected or confirmed case of COVID 19 in our childcare centre, we will call 811 to consult on and confirm our response.**

g. Managing Illness in Childcare Setting

If a child starts showing symptoms of what could be an illness, influenza or COVID-19, YWCA staff will:

- Contact the child's parent or caregiver to come and pick them up right away.
- Have a separate and supervised area to promptly separate the child from others until a parent or caregiver can come and pick them up. A non-surgical mask may be put on the child and the caregiver supervising them when symptoms appear.
- Continue to practice good hand hygiene and respiratory hygiene, such as coughing in elbows instead of hands, and throwing tissues out immediately after use.
- Thoroughly clean the space once the child has been picked up.
- It is recommended that families conduct a [self assessment](#) to determine if COVID testing is recommended.

If a staff person starts showing symptoms of what could be an illness, influenza or COVID-19:

- They should go home right away
- The space should be thoroughly cleaned once the (sick) staff person has left the childcare.
- Staff person should conduct a [self assessment](#) to determine if COVID testing is recommended
- Staff may return to work when feeling well enough and symptoms are in compliance BCCDC [Guidance](#) for Childcare Settings document.

For more information please refer to the BC Centre for Disease Control's information:
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/common-questions>.

h. Case finding and contact tracing

Case finding and contact tracing are measures conducted by public health. If a staff member or child at a YWCA childcare centre is a confirmed case of COVID-19 through testing or investigation (i.e., case finding), public health will identify who that person has been in recent close contact with (i.e. contact tracing) to determine how they became infected and who else might be at risk of infection.

If it is determined that a person with COVID 19 was in a child care setting when they may have potentially been infectious, public health will work with staff in the child care setting to understand who may have been exposed and will notify everyone considered a close contact. A process map showing how contact tracing would occur in a child care setting is available as part of the BCCDC [guidance for childcare settings](#).

To support the right to personal privacy, public health will only provide information required to support effective contact tracing. Staff will not notify others about potential or confirmed cases of COVID-19 in the child care setting unless specifically directed to by public health. If necessary, public health will provide notification to the broader community if it is determined that not all potential close contacts can be reached directly.

i. Food – Snacks and Meals

- The maximum capacity for the kitchen is 2 people.
- All food, including snacks must be provided by parents. The centre will not be preparing any food for children during this time period.
- All meals, including snacks will be served in individual portions from children's lunch containers rather than from communal plates.

- The children will eat in small groups at separate tables and at separate times.
- Children will wash hands before they eat and as soon as they are finished.

j. Cleaning and Disinfecting

Studies suggest that coronaviruses (including preliminary information on the COVID-19 virus) may persist on surfaces for a few hours or up to several days. This may vary under different conditions (e.g., type of surface, temperature or humidity of the environment). With this information in mind, we always consider the different types of surfaces, furniture, equipment and toys in the childcare and we clean and disinfect frequently.

Cleaning protocols:

- Ensure our childcare is always well-stocked with handwashing supplies (e.g., soap, clean towels, disposable towels, minimum 60% alcohol-based hand sanitizer, etc.).
- Increase the frequency of cleaning our childcare centre and toys/equipment.
- Clean and disinfect high touch surfaces regularly. Examples include doorknobs, telephones, buttons, light switches, coat pegs and cubbies, toilet handles, counters, handrails, touch screen surfaces and keyboards.
- Empty garbage containers often.
- Clean high-touch electronic devices (e.g. phones, keyboards, tablets) with 70% alcohol wipes, and make sure the wipes make contact with the surface for one minute for disinfection.
- Use water, household detergents and common disinfectant products as this is sufficient for cleaning and disinfection in childcare settings.

k. Social Distancing and Play

Understandably, social distancing is challenging in a childcare, but it is important to try to assist the children and use ideas that work for us.

- Redirect children to another area if we notice clustering occurring.
- Stagger some transitions such as snack and lunch times so that smaller groups of children can be accommodated with more space.
- Put out enough toys out to encourage individual play. We offer toys that can be easily cleaned (e.g., no dress-up or stuffed animals, etc.).
- Take children outside (onsite).
- Ensure handwashing occurs after transition times (e.g., playing outdoors, prior to eating snack, before leaving childcare, etc.).
- Do not allow toys, games, materials or activities from families' homes to be brought into the centre.
- Washrooms and hand washing must also follow social distancing protocols. This means one person in the washroom at a time, with two metres between each person.
- Strive to minimize the amount of different staff that interact with the same children throughout the day

I. Physical Distancing for Workers

Physical distancing is considered as one of the most effective ways of preventing the spread of infectious diseases like COVID-19 and should be practiced whenever possible.

- Workers will try to maintain a distance of at least 2 metres from each other. Where this is not possible, for example when transferring a very young child from one worker to another, plan and communicate the work task in advance to ensure that time spent in close proximity is minimized.
- Occupancy limit signs will be posted for common areas, such as break rooms, laundry rooms, nap rooms and kitchens
- Each centre will have a maximum of occupancy determined by the following formula: # of licensed spaces + # of required staff (including one on one contractors) + 4 adults (licensing officers, child development specialist, contractors, etc...).

m. Sleeping

- As much space between sleep mats as possible. Have children sleep in different rooms as space allows.
- Place children head to toe or toe to toe on nap mats
- Wash bedding regularly.
- Have children wash hands after sleeping, before they play.

n. Staff Room / Office:

- The maximum capacity for the office is 2 people

5th Floor Rooftop Garden Protocols

a. Arrival:

- Signage at the Lobby entrance door will remind staff, volunteers, members and guests to not be at the workplace if they are displaying any symptoms and that a surgical mask will be provided and the individual will need to go home.
- Use hand sanitizer and / or wash your hands when you arrive
- Use Stairwell #1 instead of elevators where possible
- Elevator maximum is two persons or one family
- The YWCA Rooftop Coordinator will record volunteer hours in Volunteer Impact – this will facilitate knowing who was in the building and on what days, should contact tracing be necessary.
- The Rooftop Coordinator will greet volunteers and ask them the health screening questions (see appendix A for questions)
- Staff and volunteers not required to wear PPE as part of their position, may wear their own mask if they wish (see organizational policy on masks).
- Gardeners will bring and use their own tools, gloves and outdoor shoes

b. Sheds:

- The maximum capacity for the shed is 1 person

- The door of the shed will remain open, to reduce touching of door handles.
 - If the shed is fully occupied, please wait outside and allow person exiting, sufficient space to pass safely.
- c. Movement on the rooftop garden:**
- Adhere to a 6-foot (2-meter) distance from all staff / clients / volunteers
 - If you encounter someone, move out of the way to allow them to pass you with as much clearance as possible
- d. Lunch / Breaks**
- Wash your hands before eating
 - Volunteers and staff must bring in their own food, with whatever dishes, cups and utensils that they need and take it home with them
- e. Washroom**
- 4th floor washrooms are available and protocols must be followed.



APPENDIX A

Health Screening:

- Are you experiencing any cold or flu-like symptoms (fever, cough, sore throat, respiratory illness, difficulty breathing)?
- Have you traveled outside of Canada within the last 14 days?
- Have you been in close contact with anyone who has traveled outside of Canada with the last 14 days?
- Have you had close contact with or cared for someone diagnosed as a confirmed case of COVID-19?

APPENDIX B

Timeline:

In accordance with Public Health Authority, Lifesaving Society, Vancouver Coastal Health

Phase One Re-Opening

June 2 – 14, 2020

Open Tues – Thursday, 6:00 am – 5:30 p.m.

Personal Trainers and Pre-Paid Clients only

Pool - Lifesaving/Lifeguard Training

Phase Two

June 15, 2020

Open to membership wanting to re-activate membership

On-line booking system. All workouts to be pre-booked based on capacities

Pool –

- Supervised lane swimming with reduced capacity/bather loads, scheduled online bookings for members
- Private swim lessons, one lane only
- No aquatic classes

Phase Three

September 1, 2020

Re-activate all memberships

Pool

- Increase bather load gradually
- Introduce aquatic classes

APPENDIX C

YWCA Childcare Daily Health Check:

YWCA Childcare Daily Health Check

The following is a daily health check to determine if you or your child should attend a child care setting that day. **Remember, if you think your child is ill, please keep them at home.**

Daily Health Check			
1. Key Symptoms of Illness	Do you have any of the following new key symptoms?	Circle One	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Breathing difficulty	YES	NO
	Loss of sense of smell or taste	YES	NO
	Diarrhea	YES	NO
	Nausea and vomiting	YES	NO
2. International Travel	Have you returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you a confirmed contact of a person confirmed to have COVID-19?	YES	NO

If you answered “YES” to two or more of the questions included under ‘Key Symptoms of Illness’, or you have a fever or difficulty breathing, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to the child care setting until COVID-19 has been excluded and your symptoms have improved.

If you answered “YES” to only one of the questions included under ‘Key Symptoms of Illness’ (excluding fever and difficulty breathing), you should stay home for 24 hours from when the symptom started. If the symptom improves, you may return to a child care facility when you feel well enough and the symptoms are in compliance with the Health Policy of the YWCA childcare centre. If the symptom persists or worsens, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner.

If you answered “YES” to questions 2 or 3, you must self-isolate and follow the instructions provided by 8-1-1.

Please sign and date this form to acknowledge your understanding of the health check protocols, and your commitment to conduct a daily health check for you and your child each day prior to coming to the YWCA childcare centre.

 Printed Name _____ Signature

 Date



APPENDIX D

YWCA COVID-19 Daily Health Check:

YWCA COVID19 DAILY HEALTH CHECK										
Childcare Sign-In Sheet										
Child's name: _____					Month: _____					
Day:	Close contact with a confirmed or probable case of COVID-19 within the last 14 days?	Travel Outside of Canada within the last 14 days? If yes*, where?	New or worsened cough or difficulty breathing?	Fever?	Diarrhea, Nausea or Vomiting?	Loss of taste or smell?	Chills?	Onset date of first symptom (yy/mm/dd)	Staff initial or parent signature	Time In
example	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	N/A		9:18
1	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
2	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
3	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
4	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
5	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
8	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
9	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
10	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
11	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
12	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
15	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
16	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
17	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
18	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
19	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
22	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
23	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
24	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
25	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
26	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
29	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
30	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			

is indicated in any of the boxes, please take your child home and seek medical advice as needed.
 If your child has any of these signs and symptoms:
 *Please keep them at home for a period of 10 days after the onset of symptoms.
 If you answered yes to either traveling outside of BC or being in contact with someone with COVID-19:
 *If you currently have no symptoms, The Ministry of Health and BCCDC state that you should stay home for 10 days.
 *If you currently have developed symptoms, The Ministry of Health and BCCDC state that you should stay home for 10 days.
 For any medical information please call 8-1-1 or your health provider
 For any non-medical information about COVID-19 (including information related to travel) please call 1-888-COVID19. This service is available 7 days/week 7:30AM to 8:00PM.

APPENDIX E

Additional Resources

WorkSafe

<https://www.worksafebc.com/en/about-us/covid-19-updates>

<https://www.worksafebc.com/en/about-us/news-events/announcements/2020/March/covid-19-and-the-workplace>

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/construction>

BC Centre for Disease Control

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks>

BC Government

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>

<https://intranet.gov.bc.ca/tranet/covid-19-update>