



YWCA Health + Fitness Centre COVID-19 Workplace Safety Plan

June 2020

Stage Two

Updated November 2020

Introduction

This document is provided as a guide for staff, volunteers and contractors working at the YWCA Health + Fitness 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 be consistently adhered to. Concerns and questions can be directed to your manager.

When to come to work

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

- a. If you scheduled to work
- b. If you need to attend on an occasional basis, you must email your supervisor who will assign you with a date and time when you may be onsite
- c. You are NOT permitted to come to the centre under the following conditions:
 - i. If you have not been scheduled to be at the Program Centre;
 - ii. 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);
 - iii. If you have travelled internationally in the last 14 days; or
 - iv. If you are in close contact with a person infected with COVID-19

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:

- No employees or clients can be at a YWCA workplace if they are known to be sick
- Anyone who is sick while at the workplace will be provided with a surgical mask and sent home immediately. They will be encouraged to call 811 for further information

and instruction

- 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
- According to the BC Centre for Disease Control, 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;
 - anyone 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.

Other Circumstances:

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:

- 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.

YWCA Health + Fitness Centre

The YWCA is observing the following practices:

a. Limiting Number of Employees, Members and Guests

- Where possible, staff will work from home i.e. program staff
- To ensure that we do not exceed the maximum capacity 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.
- Signage will indicate that staff/members staff are not to access the facility if they are sick

b. Physical Distancing:

- Physical distancing will be compulsory in the facility 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
- Washrooms will have maximum capacity numbers posted outside these areas
- Staff meetings will take place online / virtually
- 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 and members will be posted
- No shared dishes, mugs, or utensils will be available for use by staff

d. Cleaning:

- Staff will be expected to clean their workspace at the beginning and end of each day and throughout where necessary
- 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 deep 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
- Members to clean equipment before and after use

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, including First Aids responder 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
- Personal Health is very important during this time. Reminders:
 - Get plenty of sleep and regular exercise
 - Do not touch your face
 - If you need to take vacation days to help alleviate potential burnout, please do so; discuss with your supervisor to ensure that your work is

covered during your absence

g. Fresh Air:

- Staff are encouraged to take breaks outside while safely respecting social distancing measures. Staff can use the 4th floor balcony or rooftop garden. Please adhere to maximum capacity.

SITE PROTOCOLS

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
- Staff and guests will be reminded through signage at the Lobby entrance door, that they should not be at the workplace if they are displaying any symptoms and that they will be provided with a surgical mask and sent home
- As of November 9, 2020 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 stop by Member Services to verify they have completed and passed the daily health screening before beginning their shift. Members/guests to the facility while

Use of Masks

- Staff not required to wear PPE as part of their position, and may wear their own mask if they wish (see organizational policy on masks). Staff are expected to wear a mask in areas when walking through the facility and where social distancing is challenging
- Member/guests are highly encouraged to wear masks while moving about the facility, and are expected to in areas where social distancing is challenging.
- Mask use is mandatory while using hair dryers in the locker room
- Mask use is mandatory while in the pool office

Additional information regarding masks

- Non-medical masks may help prevent the risk of transmission from the wearer
- Masks can become contaminated on the outside when touched by hands so employees should avoid touching or adjusting them often
- Masks that become wet, soiled or damaged are less effective and must be replaced immediately
- Masks must be put on and taken off correctly, including not touching the front of the mask, and washing hands
- Cloth masks should be washed every day using the warmest water setting, and stored in a clean dry place to prevent contamination
- Masks should never be shared with others
- If a non-cloth mask is used, employees know these items are single-use; they cannot be cleaned or reused

Handwashing

Staff are to wash their hands when arriving and leaving the facility (minimum of 20 seconds, with soap), frequently throughout the day and before and after:

- Eating
- Breaks
- Smoking
- Blowing one's nose, coughing or sneezing
- Using the toilet
- Being in contact with pets
- Using shared equipment (e.g. Water test kit)
- Providing routine care for another person who needs assistance
- Personal training/coaching clients
- Before and after taking or applying medication or ointment
- After cleaning tasks
- After removing gloves
- After handling garbage
- Whenever hands are visibly dirty

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**

Main Lobby

- Maximum Capacity - 20
- Floor markers/arrows are in place for physical distancing
- Elevator capacity is two persons or one family
- 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
- Staff will use stations according to ensure twelve inches of plexiglass above and below the height of their nose

Pool:

- Pool Office
 - Maximum capacity – 2
 - 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 counter top frequently
 - BSW staff will clean washroom throughout the day and a clean at night
 - Donning a mask is required when in this office
- Pool Deck
 - Capacity -
 - Pool Area - 15
 - 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 minimum 3 x day
 - First Aid Training/Pool Safety Plan
 - Staff trained in new lifesaving protocols for COVID 19
 - New Pool Safety Plan section for COVID 19
 - Additional required PPE in all first aid kits

Locker Rooms

- Maximum Capacity (based on 5m sq. per person)
 - Women's Locker room
 - 1st floor – 2 members at one time
 - 1st floor showers- 4 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 are available; they must be sanitized after use. Users must wear a mask.
- Dyson Hand dryers are out of service
- Members are asked to limit locker room use. Preferred use for pool users (6 per 30 minutes)

Third Floor

- Maximum Capacity (based on min. 70 ft. sq. per person (or less))
 - Studio One - 16
 - Studio Two- 16

- Women's Only - 6
- Cardio Room - 18
- Co-ed Weight Room - 8
- Stretch Area – 4
- Treatment Room/Pilates Cadillac Studio - 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
- Online booking system in place to manage and record attendance
- Additional signage and distancing floor markers

Group fitness classes & Registered Small Group Programs

- Maximum capacity in classes is 15 participants in both studios one and two. Maximum of 12 for high-intensity classes in studio 2
- No sharing of equipment, no partner exercises
- Floor markers indicate participant's workout area
- Classes have staggered start times. There is thirty minutes allowed between classes in studios to allow time to sanitize equipment
- All participants must be booked in advance of start time, no drop-ins permitted
- **Group fitness classes, and small group registered programs are suspended from November 8 – 23, 2020**

Personal Training

- All sessions must be booked into the schedule.
- Maximum five (5) trainers at any given booking time
- Trainers must physical distance from clients
- **November 8 – 23, only single clients – no small group training permitted**

4th Floor

- **Pilates Studio**
 - Maximum Capacity – 2
 - Sessions booked with 15 minutes' time in between to clean equipment
 - Pilates Trainers to clean equipment after each client
 - Studio is cleaned nightly
- **Movement about the Administration 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
- **Office Sharing:**
 - The sharing of offices at the same time is not allowed. Those who currently share offices, must ensure that they are not in the office at the same time or one is able to work in a different area
 - We are also not encouraging desk sharing

- **Staff Kitchen:**
 - The Kitchen will accommodate 3 people at one time. 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)
 - Dishwasher will not be available – pack in/pack out: food needs to be ready to eat. No utensils including knives available
 - Bring food, plates and utensils for the day, no long term storage of food in the fridge is permitted

- **Meeting Room Kitchen**
 - The meeting room kitchen has a maximum capacity of 1 person and is available for hand washing only. This kitchen is not to be used for lunch preparation.

- **Alternate Staff Area**
 - 4th floor Meeting Room – MacMillan Bloedel has been designated and additional staff area during the pandemic. Maximum capacity is 4

- **Washrooms:**
 - Capacity
 - Women’s washroom – 3
 - Men’s washroom – 2
 - If the washroom is fully occupied, please wait outside and allow others, using the corridor to pass safely.
 - The main doors of the washroom are to be kept open. With no guest’s/meeting room bookings on the 4th floor the security risk is reduced. The code to enter is removed.
 - 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

- **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.

- **Photocopier/Mail Room:**
 - Capacity - 2
 - 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

- P1**
 - Main Staff Area – capacity 5

- No sharing of food, plates or utensils, no long term storage of food in the fridge permitted

STAFF PROTOCOLS

Meeting Room Use:

- Where possible, staff will meet virtually
- Signage is posted on meeting rooms stating maximum persons; do not exceed capacity

Use of Offices:

- The offices are for individual staff use only. Always maintain a 2 meter (6 feet) physical distance if having a discussion with a colleague. No meetings in offices.
- Shared offices will have only one staff working at a time unless there is sufficient physical distancing space

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
- When using common areas disinfect the area after use. i.e. photocopier
- Put dishes directly into the dishwasher after use

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.

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?
- Have you or a close contact been directed to self-isolate by Health Officials?

NEW as of November 12, 2020 for staff

BC Self-Assessment Checklist/App**Are you experiencing any of the following:**

- Severe difficulty breathing (e.g. struggling to breathe or speaking in single words)
- Severe chest pain
- Having a very hard time waking up
- Feeling confused
- Losing consciousness

Are you experiencing any of the following:

- Mild to moderate shortness of breath
- Inability to lie down because of difficulty breathing
- Chronic health conditions that you are having difficulty managing because of difficulty breathing
- Are you experiencing cold, flu or COVID-19-like symptoms, **even mild ones**?
- Symptoms include: Fever*, chills, cough or worsening of chronic cough, shortness of breath, sore throat, runny nose, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, muscle aches.
- While less common, symptoms can also include: stuffy nose, conjunctivitis (pink eye), dizziness, confusion, abdominal pain, skin rashes or discoloration of fingers or toes.
- **Fever:** Average normal body temperature taken orally is about 37°C. For more on normal body temperature and fevers, see HealthLinkBC's information for [children age 11 and younger](#) and for [people age 12 and older](#).

Have you travelled to any countries outside Canada (including the United States) within the last 14 days? Did you **provide care** or have **close contact** with a person with confirmed COVID-19?

Note: This means you would have been contacted by your health authority's public health team.

APPENDIX B

Timeline:

In accordance with Public Health Authority Orders

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

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.

Phase Three

September 1, 2020

Re-activate all memberships

November 9- 23, 2020

All group fitness classes suspended

Active health screening for all staff

APPENDIX C

Additional Resources

WorkSafe

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/gyms-and-fitness-centres>

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

<https://www.worksafebc.com/en/health-safety/create-manage/first-aid-requirements>

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>