



## **YWCA Fitness + Racquet Club COVID-19 Workplace Safety Plan**

September 2020

Updated January 2021

Stage Three

### **Introduction**

This document is provided as a guide for staff, volunteers and contractors working at the YWCA Fitness + Racquet Club 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 Fitness + Racquet Club, 1055 Dunsmuir St., Vancouver must consistently adhere to the following. Concerns and questions can be directed to management. Staff are required to read this plan and confirm by email to the Director.

### **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 Fitness + Racquet for work, under the following conditions:

- a. If you scheduled to work, or have a booked workout
- b. You are NOT permitted to come to the club under the following conditions:
  - i. 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);
  - ii. If you have travelled internationally in the last 14 days; or
  - iii. 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:

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- 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:

- An overall maximum capacity of 60 been set for the YWCA Fitness + Racquet Club, this is 5 employees/55 members. The Fitness + Racquet Club is 18,000 sq. ft.

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**The YWCA is observing the following practices:**

**a. Limiting Number of Employees, Members and Guests**

- 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. Guests must be pre-booked into the facility.
- Signage will indicate that staff/members staff are not to access the facility if they are sick, if they or a close contact have been directed to self-isolate and if they have travelled outside of the country

**b. Physical Distancing:**

- Physical distancing will be compulsory in the facility with wall signage and/or floor stickers indicating 2-meter / 6-foot distancing
- Signage asks all to wear a mask in areas with narrow corridors / spaces where distancing is an issue
- Locker rooms 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:**
- Plexiglass has been installed at the member services desks in the main lobby
  - 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/wipes are 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](mailto:bsw@ywcavan.org) or if an emergency AI Trinidad [atrinidad@ywcavan.org](mailto:atrinidad@ywcavan.org)
  - Members are instructed 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
  - Sinks for hand washing are available, as well as, alcohol-based hand sanitizers (ABHS) containing at least 60% alcohol
  - 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.

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## SITE PROTOCOLS

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### ● **Arrival to the Workplace:**

- Use hand sanitizer and / or wash your hands when you arrive to the facility
- Use Simple In/out to check in/out of the facility – 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
- November 8, 2020 – Feb 5, 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 be asked by manager to verify they have completed and passed the daily health screening before coming to the workplace. Members/guests are actively screened by Member Services. The following questions are asked: Do you have symptoms of COVID 19? Have you or a close contact been asked to self-isolate? Have you travelled outside of Canada in the past 14 days?

### **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 asked to wear masks while moving about the facility and where social distancing is challenging. Masks can be removed while exercising in a designated/distanced spot
- Mask use is mandatory while using hair dryers in the locker room

#### 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:

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- Eating
- Breaks
- Smoking
- Blowing one's nose, coughing or sneezing
- Using the toilet
- Being in contact with pets
- Using shared equipment (eg. 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:**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. <b>Wet hands with warm running water.</b></li> <li>2. <b>Apply a small amount of liquid soap.</b></li> <li>3. <b>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</b></li> </ol> | <ol style="list-style-type: none"> <li>4. <b>Rinse off all soap with running water.</b></li> <li>5. <b>Dry hands with a clean, disposable towel.</b></li> <li>6. <b>Discard the used towel in the waste container</b></li> </ol> |
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**Maximum Capacities of Areas**

**Member Services Lobby Area**

- 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
- One (1) staff is permitted to work behind the member services desk
- Any equipment that must be shared needs to be disinfected after each use and end of shift
- Staff will disinfect work areas frequently
- Staff will use stations with plexiglass and/or keep 2 metres distance of all members/guests during interactions
- Staff will don masks if two metres cannot be maintained

**Staff Room**

- 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
- BSW staff will clean 2 X throughout the day and a clean at night

**Locker Rooms**

- Maximum Capacity (based on 5m sq. per person)

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- Women's Locker room - 10 persons
  - Women shower area has individual/private stalls are all operational
- Men's Locker room - 10 persons
  - Steam Rooms in locker areas – 1 person
  - Men's Shower – As this is an open area with staff dividers the maximum is 3 persons at one time
- Additional paper towel dispensers and disinfectant added

#### **Workout Area**

- Maximum Capacity (based on min. 70 ft. sq. per person)
  - Studio One - 5
  - Studio Two- 4
  - Weight Area- 17
  - Cardio Area 17
  - Treatment Rooms – 2
  - Contenders – 22 Contenders group classes are suspended from November 8, 2020 – Feb 5, 2021 as per Public Health Orders or until further notice
- Online booking system in place to manage and record attendance
- Additional signage and distancing floor markers

#### **Cleaning/Sanitizing**

- Members instructed to clean/sanitize equipment before and after use. Flyers are posted throughout the facility as a reminder
- Additional paper towel dispenser and disinfectant added
- Our building service workers have a cleaning schedule
- Towel/laundry service is available and all items are washed on the highest temperature available
- The following products are used in the facility

#### **YWCA Daily Cleaning Protocols During COVID 19**

For the purposes relating to the Program Centre, staff and members use:

1. Eco – 15 Hydrogen Peroxide  
Use: Spray and wipe clean  
And/or
2. Eco 23 - Quaternary Ammonium disinfectants  
Use: Spray and wait minimum 30 seconds before wiping

#### **YWCA Nighttime Cleaning Protocols During COVID 19**

The regular disinfecting and detailing schedule of all areas of the building remain the same.

Products used:

Floors/Locker Rooms - Marauder

Machines/equipment - Eco 23 (when using rag replace every 5 minutes)

## Squash & Racquetball Court Use During COVID-19

- Under the new Public Health Order until February 5, 2021 solo or same household play only is permitted on the court.

Protocols are subject to change and will be updated as needed to meet the guidelines of regulating bodies and local health authorities. We follow court play as recommended by Squash BC.

### Court bookings

- 45 minutes with a 15-minute buffer between bookings
- Maximum one booking per day
- Players shall not congregate in areas pre/post play (signage posted)

### Recommended Use

- Solo practice
- Play within the same household
- Singles and doubles play with trusted cohort/bubble – limit your trusted cohort to a maximum of 8 people and stay with the same partner(s) for the entire booking
- One-on-one squash lessons (primarily with distanced drills)
- Semi-private squash lessons (two players and one coach on court, distanced practice unless players are in same trusted cohort)
- For solo or singles play, maximum of one booking per day

- Injury Reporting and First Aid Procedures:

- Report all injuries and illnesses or any suggested changes to these protocols to supervisor

### First Aid Training

- Staff trained in new protocols for COVID 19
- Additional required PPE in all first aid kits

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APPENDIX A

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**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.



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APPENDIX B

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**Timeline:**

**In accordance with Public Health Authority Orders**

Phase Three

September 15, 2012 – club opening

November 9- 23, 2020 (extended to Feb. 5, 2021)

All group squash activities are suspended  
Active health screening for all staff

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APPENDIX C

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**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>

<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>

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