

UNA STAFF SAFETY PLAN FOR COVID-19

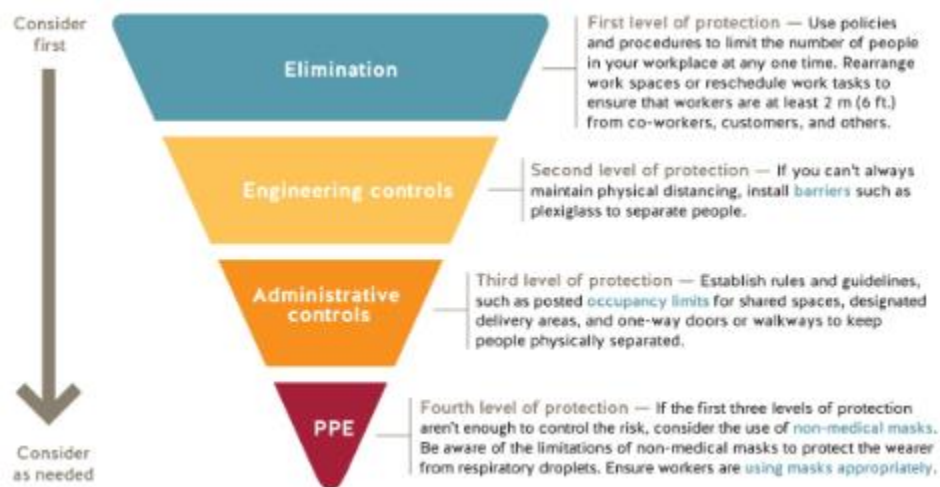
Introduction

This safety plan was developed for implementation in UNA facilities, including, the UNA Main Office (202-5923 Berton Ave.), the Wesbrook Community Centre (3335 Webber Ln.) and the Old Barn Community Centre (6308 Thunderbird Blvd.) and was created using the *Recreation and Parks Sector Guideline for Restarting Operations* released by the BC Recreations and Parks Association (BCRPA) by request of the Ministry of Tourism, Arts and Culture and the Provincial Health Officer (PHO).

Significant updates were provided to accommodate the PHO order issued January 7, 2022 where the PHO announced an order requiring employers to re-activate their COVID-19 Safety Plans. This replaces the previous requirement for employers to have a Communicable Diseases Prevention Plan in their workplaces.

All community recreation programs and the facilities where they are run have been reviewed and modified to meet the recommendations of the PHO. The PHO recommends implementing modifications that fall in the following categories:

- **Physical distancing measures** – measures to reduce the density (intensity and number of contacts) of people in your setting
- **Engineering controls** – physical barriers (e.g. Plexiglas barriers; one-way systems for customer flow; physical space between seating)
- **Administrative controls** – rules and guidelines to reduce the likelihood of transmission in your setting (e.g. stay home if you are sick, flexible refund policies due to illness)
- **PPE** – use of facemasks



Step 1: Assessing the risks

The following steps have been taken to identify the risks in the UNA Main Office, the Wesbrook Community Centre and the Old Barn Community Centre.

- We have involved frontline workers – Front Desk (FD) Attendants, FD Leads, FD Supervisor and Program Coordinators.
- We have involved supervisors – Recreation Manager, Operations Manager and Communication Manager.
- We have involved the UNA's Health and Safety Committee.

The following areas have been identified as where people gather:

1. Old Barn Community Centre

- Outdoor spaces
 - Jim Taylor Park
 - UNA Children's Community Garden
- Indoor spaces
 - Front desk
 - Lobby
 - Washrooms
 - Office
 - Meeting Room 1
 - Meeting Room 2
 - Upper-level seating area (outside Meeting Rooms 1 & 2)
 - Living Room
 - John Young Room
 - Elevator
 - Stairs x 2

2. Wesbrook Community Centre

- Indoor spaces
 - Art Room
 - Board Room
 - Childminding Room
 - Classroom
 - Dance Studio
 - Fitness Centre
 - Front Desk
 - Green Depot
 - Gymnasium
 - Instructor Room
 - Lobby
 - Lounge
 - Multi-Purpose Room
 - Programmer's Office
 - Social Room & Kitchen
 - Staff Meeting Room
 - Staff Room
 - Teen and Seniors Centre
 - Washrooms

- Studio A
- Studio B

3. Main Office

- Board Room
- Lunch Room
- Reception Area
- Offices x 5
- Common Cubicle Area

4. Outdoor Fields

- Field
- Seating area
- Bench
- Covered bench area

The following were identified as job tasks and processes where workers are close to one another, or members of the public are found throughout our facilities:

- Coordinators – working with staff, instructors, camp leaders, front desk team, participants/parents
- Camp Leaders – working with participants, parents, coordinators
- Front Desk Leads and Attendants – working with staff, instructors, camp leaders, coordinators, managers, participants/parents, customer, volunteers, delivery and pick up company, Janitor
- Instructors – working with participants, coordinators, Front Desk team
- Managers
- Silver Star Staff
- Tricom Staff

The following were identified as tools, machinery, and equipment that workers share while working and are found throughout our facilities:

- Phones
- Workstations
- Copy machine
- Card printers
- Cleaning equipment (spray bottles, rags, brooms, mops)
- Office chairs
- Office supplies
- Desks (staff meeting room, staff room, front desk, staff desk)
- Key boxes and key sets
- Refrigerator
- Program-specific equipment (sandwich board, cones, Bluetooth speakers)
- Cash register
- Lost and found
- Electronic equipment including WCC stage and meeting rooms AV equipment
- Microphones

The following were identified as surfaces that people touch often:

- Doorknobs and frame
- Elevator buttons
- Faucet levers
- Water fountain
- Handrails

- Light switches
- Microwave buttons
- Refrigerator handles
- Keys
- Alarm code box
- Shared table surfaces (front desk, kitchen counters and tables)
- Drawer handles, Cabinet handles
- Desk edge
- Front desk counter
- Classroom desks
- Shared chairs (both seats, seat backs, and arm rests)
- Piano

Step 2: Implementing protocols to reduce the risk

Frontline workers, supervisors and the joint health and safety committee have been involved in the creation of these procedures and have been informed by the order, guidance and notices issued by the Provincial Health Office that are relevant to our industry. Industry specific protocols have been implemented following the guidelines produced by WorkSafe BC and include guidelines for:

- For the Wesbrook Community Centre and the Old Barn Community Centre, electronic [proof of vaccination](#) and ID is required for:
 - Participants ages 22+ registered in a UNA program
 - Individuals ages 12+ accompanying children in a UNA program
 - Spectators ages 12+ staying to watch a program
 - Individuals 12+ attending events
- Please refer to the [Flow Chart for VAX Card Proof of Vaccination](#) as a quick reference guide. This document can also be found in the Front Desk MS Teams channel.
- Office Space Guidelines
 - <https://www.worksafebc.com/en/covid-19/industry-specific-information/offices>
- Day Camp Guidelines
 - http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance_Child_Care.pdf
- Fitness Centre Guidelines
 - <https://www.worksafebc.com/en/covid-19/industry-specific-information/gyms-and-fitness-centres>
 - <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-guidance-indoor-exercise-fitness-dance-class-facility.pdf>
- BC Recreation and Parks Restart Guidelines
 - <https://www.bcrpa.bc.ca/media/242766/bcrpa-restarting-guidelines-final.pdf>

First Level

The **First Level Protection (Elimination)** includes limiting the number of people at our workplace and ensuring physical distancing. These include determining occupancy limits in our building, Occupancy limits for each building are listed below.

Wesbrook Community Centre Occupancy Limits

	Area m ²	Max Capacity	Recommended Capacity
Level 1			
Gym 112	644	348	92
Reading Area	70	37	19
Social Room	82	44	13
Level 2			
Fitness Center	196	43	25
Dance Studio	92	20	12

Old Barn Community Centre Occupancy Limits

Main Floor	Area m ²	Max Capacity	Recommended Capacity
Lobby Area	27	14	5
Fitness Center	71	15	7

UNA Main Office Occupancy Limits

Main Floor	Area m ²	Max Capacity	50% of the Max Capacity
Reception	14.8	8	4

We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.

We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules, reorganizing workspace and expand office staff to available workstation for the purpose of spreading out staff members.

The UNA has determined that no visitors are to be allowed in the Programming Offices of the Wesbrook Community Centre and Old Barn Community Centre. In order to reduce the number of people at the worksite, we have considered making work-from-home arrangements, holding virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.

UNA has a [Working From Home Policy](#) as a guideline for workers. Staff should contact their department manager for arrangements if they are applicable to the position.

Second Level

The **Second Level of Protection (Engineering)** includes the installation of plexi-glass barriers at the front desk and fitness centre desks have been added, along with a cleaning protocol for the common shared desk space. We have been careful to not introduce others risks to workers, by installing the barriers in unsafe locations.

Wesbrook Community Centre HVAC system is running with at the minimum to supply 30% fresh air content inside the facility. The HVAC system is properly maintained and all inspections are up-to-date.

Third Level

The **Third Level of Protection (Administrative)** rules and regulations have been implemented including:

- Creating through passageways
- Regular hand washing
- Cleaning surfaces protocols for shared workstation and equipment
- Clear signage and training outlining the rules and guidelines for workers

Fourth Level

The **Fourth Level of Protection (Personal Protective Equipment)** includes the wearing of masks.

Please refer to the [UNA Mask Guidelines \(Updated: January 12, 2022\)](#).

For the health and safety of staff, contractors and visitors, and to reduce the spread of COVID19 and in compliance with [the Order of the Provincial Health Officer](#), the University Neighbourhoods Association (UNA) requires the wearing of masks in all UNA indoor facilities.

The Order of the Provincial Health Officer requires people ages 5 and older to wear masks in indoor public settings, regardless of vaccination status.

The UNA is requiring everyone who is in a program with children ages 5 and older to wear masks in indoor public settings as well.

Masks are not recommended for children under the age of 2 but should be encouraged for children ages 2-4 in public settings.

Masks may be removed temporarily in indoor public places for the following reasons:

- *While participating in a sport or fitness activity in a sport facility*
- *While consuming food or beverage*
- *While identifying the individual wearing the mask*
- *While staff are working in staff-only areas, except for when they are working in close proximity to others.*

Masks are exempt for the following:

- *People with health conditions or with physical, cognitive or mental impairments who cannot wear one*
- *People who cannot remove a mask on their own*
- *Children under the age of 5. (Masks are not required but recommended for children ages 2-4.)*
- *People who need to remove their masks to communicate due to another person's hearing impairment*

Step 3: Develop Policies

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace. The UNA follows the BCCDC's recommendations (as of January 21, 2021) as follows:

If you have COVID-19

- [What to do if you have mild symptoms and testing is not recommended](#)
- [What to do if you test positive for COVID-19](#)
- Workers will need to be in communication with their supervisor/manager to determine next steps/options if you test positive for COVID-19

Self-Isolation and Self-Monitoring

The following link from the BCCDC provides information on self-isolation for staff who tested positive for COVID-19 or have symptoms of COVID-19:

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

How long should I self-isolate

*The amount of time you need to self-isolate depends on your **vaccination status** and **age**.*

I tested positive for COVID-19 and I am fully vaccinated

You are considered to be fully vaccinated if you have two doses of any of the World Health Organization [approved COVID-19 vaccines](#) or one dose of the Janssen COVID-19 vaccine. You do not need to have a booster dose to be considered fully vaccinated.

*If you test positive for COVID-19 and are fully vaccinated, you need to **self-isolate at home for 5 days AND until your symptoms improve and you no longer have a fever.***

- *You do not need to be re-tested for COVID-19 to end your self-isolation period and **return to your normal activities including return to work.***

I tested positive for COVID-19 and I am not fully vaccinated

If you have not received a full series of any of the World Health Organization [approved COVID-19 vaccines](#), you are not fully immunized.

- ***If you are 18 years of age or older, test positive for COVID-19, and are not fully vaccinated, you need to self-isolate at home for 10 days AND until you no longer have a fever AND your symptoms improve.** You do not need to be re-tested for COVID-19 after your self-isolation period ends to return to normal activities including return to work; you can remain test positive for many weeks, even after you are no longer infectious.*
- ***If you are under 18 years of age, test positive for COVID-19, and are not fully vaccinated, you need to self-isolate at home for 5 days AND until you no longer have a fever AND your symptoms improve.** You do not need to be re-tested for*

COVID-19 after your self-isolation period ends to return to normal activities; you can remain test positive for many weeks, even after you are no longer infectious.

Close Contact

For information about who is considered as a **close contact**, please use the following link from BCCDC:

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

For information about **self monitoring**, please use the following link from BCCDC:

- <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation#Self-monitoring>

If you are identified as a **close contact**,

- If you are fully vaccinated, you will need to Self-monitor for symptoms for 10 days after being exposed to a person with COVID-19.
 - If you have no symptoms of COVID-19, you do not need a test. And you can continue to work and school.
 - If you develop symptoms, you can use the following tools to determine if you should get tested:
 - Refer to the [When to get Tested page](#)
 - Use the [Self-Assessment Tool](#)
- If you are not fully vaccinated, you will need to self-isolate for 10 days.

Staff who would like to seek medical advice should contact HealthLink BC by dialling 8-1-1 to speak to a nurse or contact their family doctor.

Recommendations for Staying Safe at Work

To protect the health of staff members and to reduce the spread of COVID-19, the UNA, with input from the UNA Joint Health and Safety Committee, is recommending the following:

- Open doors and windows to **facilitate good air flow** in work areas when appropriate.
- **Wear a face mask** as per the [UNA Mask Policy](#). Individuals are welcome to wear a mask even when they are outlined as optional in the Policy.
- **Hold meetings virtually**. Exceptions can be made for small meetings (under 5 people) where everyone attending has consented to meeting in person.

Concessions may be made by the **department manager** (with consideration to the staff member's duties and responsibilities) for the following:

- Staff members requesting to work from home (please see the [UNA Work from Home Policy](#))
- Staff members requesting staggered work schedules
- Staff members requesting increased distancing for workstations

The UNA Health and Safety Committee would like to remind staff of the following good practices:

- Maintain physical distancing
- Sneeze/cough into your elbow
- Wash your hands frequently

For questions, please contact your department manager.

Step 4: Develop Communication Plans and Training

[A training plan](#) has been developed to make sure everyone in the workplace including external contractors and instructors know how to keep themselves safe while at the workplace.

The main entrance of each facility will have a poster indicating who is restricted from entering the premises, including visitors and workers with symptoms.

Posters and signage have been developed highlighting the importance of mask usage and hygiene practices. Signage citing occupancy limits are posted throughout all facilities.

All workers have received Mask Guidelines and UNA Work From Home Policy through UNA internal communication.

All workers have received the policy for stay home when they sick through UNA internal communication.

Step 5: Monitor Your Workplace and Update Your Plan as Necessary

We have a plan in place to monitor risks, including monthly Health and Safety Committee meetings to address any outstanding concerns and update the current safety plan as needed. Workers have been advised who the members of the Health and Safety Committee are; and know who to go to for health and safety concerns. When resolving safety issues, we will involve the Health and Safety Committee and senior management.

Step 6: Assess and Address Risks from Resuming Operations

We have developed and implemented an all staff COVID-19 Training Plan and have developed an online depository for our [internal training materials](#). We have a training plan for new staff who will be added to our existing training plan and updated as necessary. This training plan includes training for staff taking on new roles and responsibilities. Furthermore, we have created a depository of COVID-19 training material as part of new staff onboarding procedures. Changes to our business including new policies and processes, including the use of shared workspaces and equipment has been addressed in our training plan. We have identified a safe process for cleaning systems and lines of product that have been out of use.