

# YWCA Muskoka Covid-19 Safety Plan

Updated:	July 27, 2022
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## How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Our Health and Safety officer, COVID compliance officer and Executive Director regularly monitor information from the Ministry of Health and the local health unit.
- All employees have received COVID specific training by completing the Red Cross Preventing Disease Prevention training including COVID-19 transmission and prevention information, proper hand washing techniques, proper use and disposal of PPE.
- Floor stickers showing direction of flow and distance required have been posted.
- Passive screening procedures and supplies for employees and the general public are set up at the front entrance along with sanitation stations in 3 locations in the space.
- YWCA Muskoka space is open to the public at 100% capacity or 18 people.

## How we're screening for COVID-19

- Signage is posted at all entrances indicating that masks are optional but welcome, and if someone is experiencing symptoms they are to refrain from entering the facility.
- YWCA Muskoka asks employees and clients to:
  - All employees and general public to sign in on an attendance sheet when arriving at the location and passively screen for symptoms based on the questionnaire at the sign in table. Use hand sanitizer when entering and leaving the facility.
  - Mask wearing is optional.

## Cleaning and Sanitizing Guidelines:

- We have increased cleaning and adapted programming to maintain safety.
- All employees are required to sanitize their workstation (including phones, door and drawer handles) before and after they use it. We have a consistent schedule for cleaning common surfaces (file cabinets, tables in classroom), bathroom; kitchen; with which people come in contact.
- Regular cleaning of high touch in our office space as well as in the community during programming.

## What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- If there is a potential case, or suspected exposure to, Covid-19 at our workplace:
  - Call SMDHU's Health Connection Line 1-877-721-7520 for general public health questions about covid-19 in the workplace.
  - If a program participant or employee becomes sick before/during/after work they should immediately notify their YWCA Muskoka contact/supervisor, stay home and monitor their condition. Assessment tests can be booked by phone or rapid tests are available in the community.

- **If symptomatic**, a participant or employee should self-isolate themselves until results are known or symptom free for 48 hours.
- **If an employee or participant tests positive**, they should stay home and follow current public health guidelines. All those in contact should self monitor.
- **If an employee or participant is a close contact of a COVID positive case, but DO NOT live with them they must:**
  - self-monitor for symptoms for 10 days after your last exposure
  - wear a mask, avoid activities where mask removal is necessary (such as dining out, high contact sports) and follow all other public health measures if leaving home
  - do not visit any highest-risk settings (such as long-term care or retirement homes) or people who may be at higher risk of illness (such as seniors) for 10 days after your last exposure
- **If an employee or participant LIVES WITH the COVID positive case:**  
***You do not need to isolate if one of the following applies to you:***
  - you have previously tested positive in the last 90 days and do not have symptoms
  - you are over 18 years old and have received a COVID-19 booster dose and do not have symptoms
  - you are under 18 years old and are fully vaccinated and do not have symptoms***Instead for 10 days after exposure:***
  - self-monitor for symptoms
  - wear a mask and avoid activities where mask removal would be necessary
  - do not visit anyone who is at higher risk of illness, such as seniors, or any highest risk settings (unless you previously tested positive in past 90 days)**If you do not meet any of the criteria above, you must isolate while the person with symptoms/positive test result isolates (or for 10 days if you are immunocompromised).**

***Note: YWCA Muskoka is not considered a high risk setting and therefore outbreak protocol does not apply to our organization, but we will endeavor to alert all employees and participants of a COVID positive case if necessary.***

#### **How we're managing any new risks caused by the changes made to the way we operate our business**

- Supervisors will check in regularly with employees to determine if current arrangements are working.

#### **How we're making sure our plan is working**

- Regular check in's with staff and participants and parents.
- Employees are in daily communication as follows:

- Facilitators to Coordinators
  - Coordinators to Supervisors
  - Supervisors to Executive Director
- As regulations change or a concern is brought up from an employee or participant/parent, the concern will be discussed and a solution will be created.
- As guidelines are updated all employees will be communicated the changes. All parents of participants will be emailed/texted of the changes.
- After each program ends all involved will debrief to discuss what worked and what changes need to be made going forward.