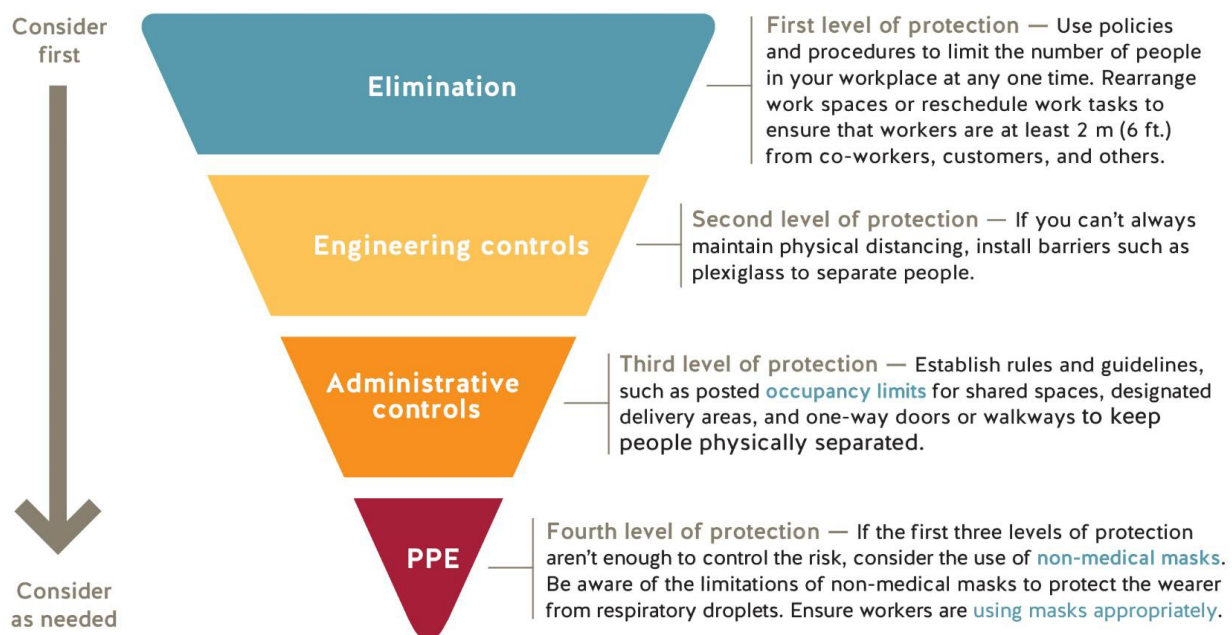


COVID PROTOCOL FOR STAFF OUTDOOR AND INDOOR



September 12, 2020,



*****Stay home if you are sick*****

If you the staff are unwell, or experiencing any cold, flu, or Covid type symptoms stay home until symptoms subside.

Ensure each participant has answered the screening questionnaire where appropriate- if they are a youth they can answer for themselves. After School Drop In participants will have their parents complete the questionnaire the day they are due to attend the program.

If any program participant begins experiencing any cold, flu, Covid type symptoms during the program please quarantine the participant, have them wear a mask , phone a parent or guardian to come and pick them up and inform public health. If you become sick, put on a mask, call in someone to cover for you and go home. Participants and staff may return to the program when symptoms subside.

Physical distancing and hygiene protocols

Programming will continue outdoors until the weather becomes inappropriate.

When programs move indoors:

Masks will be required for staff and program participants when moving through the main hallways of the building.

Program participants will enter and exit the programs through the youth lounge doors (to limit the number of people in the shared hallways).

Please ensure that you the staff maintain 2m distance from each other and youth participants. Set an example for the youth so they will be inspired to maintain the distance as well.

Ensure youth are keeping their distance from each other and are practicing good hand washing hygiene.

Protocols include having each participant wash their hands when they arrive at the program (one person in the youth lounge bathroom at one time), and one time during the program.

Staff are to wash their hands before the program begins, during the program and just as the program ends.

Remind youth to cough/sneeze into their elbow.

Staff working in the office are to maintain 2m distance while in the office together.

Staff will be scheduled to ensure no more than 2 are working in the office space at one time.

Room Occupancy

Kitchen: 4 people in total.

Gym: 35 people in total.

Youth Lounge: 7 people in total.

Art Studio 5 people in total.

MP room 16 people in total.

Zen Den 8 people in total.

Office: 2 people.

Signage provided through Work Safe BC is posted throughout the building.

Directional signboards will be set up in the main hallways.

Enter/Exit doors will be clearly marked.

Cleaning Protocols

To minimize the risk of surface transmission of Covid-19 Please ensure that you have reviewed the information on cleaning and disinfecting surfaces (see attached to email).

Ensure that you wash your hands frequently during your shift, including when you arrive, during and before you leave.

Please ensure that all equipment, shared tools, utensils etc. are cleaned before during and after use. Please refer to cleaning check list.

Please ensure that you are using gloves to serve food, and that you dispose of used gloves and use fresh gloves as needed.

Please wipe down all surfaces that you, staff and youth touch during the course of outdoor drop in tables, chairs, recreation equipment, door handles, computers, phones, photocopier.

Please ensure bathroom high touch areas are cleaned at the end of the drop in and ensure that only one person accesses the bathrooms at a time (bathrooms in the main hallway can accommodate 2 people at a time).

Janitorial staff will clean high touch spots in the building will be cleaned twice a day during the week. This will include all door handles, taps, drinking fountains, toilet handles, alarm pads , telephones, printers, and office supplies.

Touchless hand sanitizer stations are installed outside (or close to) all rooms that are used in the building.

Contact Tracing

There will be a binder at the front reception area for all people accessing the building to sign in at. As well, each program will keep track of all participants accessing their programs. All groups who rent the building will be required to provide us with the contact tracing information from their rental.