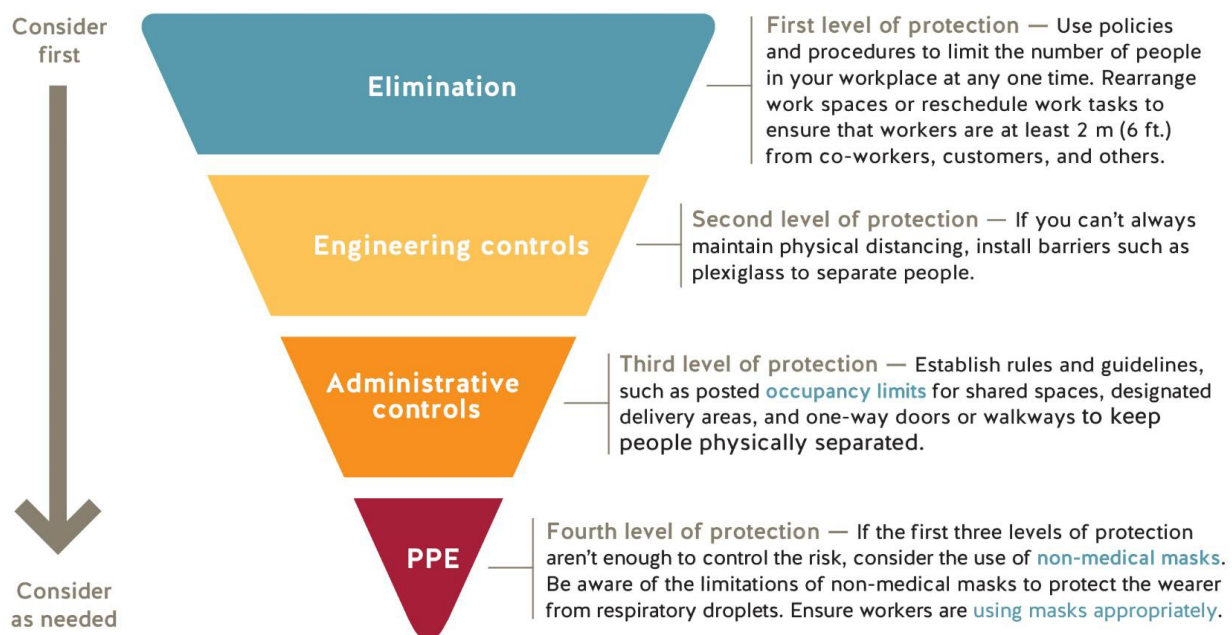


# COVID PROTOCOL FOR STAFF OUTDOOR AND INDOOR



January 5<sup>th</sup> 2021,



## Protocols for staff:

### \*\*\*Stay home if you are sick\*\*\* This is non-negotiable!

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

#### What are the key symptoms of COVID-19?

The current list of symptoms as identified by the BCCDC are included on this [entry check poster](#). These are new or worsening:

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|---|--|
| <ul style="list-style-type: none"><li>• Fever or chills</li><li>• Cough</li><li>• Loss of sense of smell or taste</li><li>• Difficulty breathing</li><li>• Sore throat</li><li>• Loss of appetite</li></ul> | <ul style="list-style-type: none"><li>• Extreme fatigue or tiredness</li><li>• Headache</li><li>• Body aches</li><li>• Nausea or vomiting</li><li>• Diarrhea</li></ul> |
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#### What are the other entry requirements?

In addition to displaying any of the above new or worsening symptoms, other restrictions from entering a workplace include:

- If you have travelled outside of Canada within the last 14 days
- If you have been identified by Public Health as a close contact of someone with COVID-19
- If you have been told to isolate by Public Health

### Masks, Physical distancing, hand hygiene and respiratory etiquette for staff:

Masks or face shields are required when working in close proximity with other staff; please note physical distancing should also be adhered to.

Staff are to wash their hands when they arrive for their shift, during their shift as appropriate and after the end of their shift. If you are working with program participants, please model good respiratory etiquette to them by coughing and sneezing into your elbow.

Staff working in the office are to maintain 2m distance while in the office together. Staff are encouraged to work from home when appropriate.

Staff will be scheduled to ensure no more than 3 are working in the office space at one time

## Protocols for face to face programming

Ensure that each participant has answered the screening questionnaire where appropriate- youth program attendees are to be assessed each time they enter the building to access a program.

After School Drop- In attendees will have their parents confirm their wellness for the program.

Masks or face shields will be required for 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). Alternatively, participants may also exit through gymnasium doors.

Staff will maintain 2m distance from each other and youth participants. 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.

Remind youth to cough/sneeze into their elbow.

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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.

Please ensure that proper cleaning protocols ( see below) are adhered to during programs.

## 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.

## **Room Occupancy**

Kitchen: 4 people in total.

Gym: 35 people in total.

Youth Lounge: 6 people in total.

Art Studio 5 people in total.

MP room 12 people in total.

Zen Den 6 people in total.

Office: 3 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.

## **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 facilitator/coordinator 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.