



Returning to Our Centres of Community

COVID-19 EMPLOYEE GUIDE



YMCA of
Eastern Ontario
eo.ymca.ca

Our Health and Safety Commitment



The YMCA of Eastern Ontario is vitally interested in providing a safe, healthy work environment for its employees and ensuring that staff have the information, instruction, and support they need to protect themselves, their colleagues, our members and the children in our care from the spread of COVID-19.

Our COVID-19 health and safety procedures have two main objectives:

- Minimize risk of transmission at YMCA locations
- Effectively manage suspected or confirmed COVID-19 cases.

This guide covers the general measures that will be taken to help prevent the spread of COVID-19 at YMCA locations. In addition to these measures, specific protocols will be implemented for each program area and office location. Staff will receive training on these protocols prior to returning to their work duties.



Dear Colleagues,

We've developed this COVID-19 Employee Guide to provide you with important information about the steps we are taking to help keep everyone safer and more secure as many staff begin to return to our physical workplaces after a long absence. It also includes important safety steps that we must each take as individuals.

We recognize that during these uncertain times, you may be feeling anxious about returning to your work location. We take our responsibilities seriously and ask you to take the time to read through this document before returning.

We have gained significant experience implementing safety measures at our emergency child care centre in Brockville. As more of our programs re-open, we are implementing similar measures across all of our sites. We will continue to review and adapt our policies in accordance with the evolving health and safety protocols issued by government and public health authorities.

Thank you to the staff who have worked hard to ensure that we have the procedures, personal protective equipment, signage and physical changes to our workplace to support the return of staff, volunteers, members and participants in a way that follows new public health directions related to COVID-19.

Thank you.

Rob Adams

CEO

YMCA of Eastern Ontario

Getting Started



To protect yourself and others from the COVID-19 Virus, it is important to understand and follow the safety protocols outlined within this guide and the procedures in place for your program area and work location.

COVID-19 is a human coronavirus that causes infections of the nose, throat and lungs. They are most commonly spread from an infected person through:

- Respiratory droplets generated when you cough or sneeze
- Close, prolonged personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands
- Current evidence suggests person-to-person spread is efficient when there is close contact. (Source: [Health Canada](#))

NOTE: As scientific knowledge about COVID-19 advances, information will be shared with staff.

Our COVID-19 Health and Safety protocols are focused on minimizing risk through a variety of controls, for example:

- 1 Minimizing Risk of Exposure** Daily self-screening procedures for staff and participants, rearranging seating to support physical distancing measures, remote work where possible
- 2 Engineering:** Installing physical barriers like plexi glass dividers, single points of entry
- 3 Administrative :**Tracking who is on-site at all times
- 4 Safe Hygiene:** Frequent handwashing, high touch cleaning schedules
- 5 Use of Personal Protective Equipment (PPE) :** The right equipment at the right time

A Shared Responsibility



Keeping our workplaces free of COVID-19 is a shared responsibility – YMCA Leadership, Supervisors, Joint Health and Safety Committees/Health and Safety Representatives, and Employees all play a critical role.

How to Protect Yourself and Others:

- Monitor your health daily – you are the first line of defense in preventing COVID-19 spread in our workplace. If you are not well, stay home and notify your supervisor!
- Follow [Public Health Guidance](#) when you are not at work.
- Follow all program area and site procedures for keeping your space clean
- Wash or sanitize your hands frequently
- Maintain physical distance
- Promptly share any concerns with your Supervisor or with your JHSC Committee/Safety Representative

Managing Stress and Anxiety:

Although many of us are excited by entering the new phases of reopening, we may still be experiencing stress and anxiety about return to the workplace. Here are some tips for what you can do to manage your well-being during this time.

- Get updates and the latest COVID-19 news from reputable sources like the [Government of Ontario COVID-19 information page](#)
- Learn more about the impact of COVID-10 on mental health from credible experts like [CAMH](#)
- Visit the COVID-19 folder in [YLearn](#) for additional information on mental health
- Avoid bingeing on news, social media and television
- Maintain the new hobbies and activities you discovered while away from the workplace
- Maintain the connections with friends and family that you strengthened over the past few months
- Seek additional support through our EAP program: 1-866-644-0326; our contract number is 107363, division 990.

Daily Employee Screening



In addition to screening procedures for participants, staff will self-screen daily at each location. At all locations and program areas, you should expect:

1 Single point of entry

2 Self-Screening forms

Based on government and public health requirements, additional procedures, like temperature checks, may be in place for your program area.

Before coming to the workplace each day, please pay attention to how you're feeling. Your safety and the safety of those around you depends on self-monitoring and accurate completion of the self-assessment. **DO NOT COME TO WORK IF YOU ARE NOT FEELING WELL, STAY HOME AND CALL YOUR SUPERVISOR.**

STOP COVID-19

Please complete the following questions before beginning your work today.

Name: _____
Date: _____ Time: _____

Do you have any of the following:

Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Fever		Cough		Difficulty breathing		Sore throat, trouble swallowing
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Runny nose		Loss of taste or smell		Not feeling well		Nausea, vomiting, diarrhea

Yes
No

Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days?

Yes
No

Have you returned from travel outside Canada in the past 14 days? or had close contact with anyone who has returned from travel outside Canada in the past 14 days?

If you answered YES to any of these questions, go home & self-isolate right away. Call Telehealth or your health care provider, to find out if you need a test.

Source: Toronto Public Health

If you are planning to travel outside of Canada, please inform your Supervisor and speak to Human Resources to ensure that you clearly understand the self-isolation requirements upon your return.

Use of Face Masks and Personal Protective Equipment



The YMCA has implemented health and safety practices that require staff to wear masks and personal protective equipment (PPE) for the purposes of screening program participants, caring for symptomatic or ill participants or staff, cleaning and disinfecting surfaces, or in situations where it is difficult to maintain two-metres distance from others. The YMCA will ensure a sufficient supply of masks and PPE is available for staff use in these circumstances.

Where a mask is not required, staff may wear their own masks in the workplace if they choose to do so. A mask can be an additional measure to protect against the spread of COVID-19 to others. Staff are encouraged to use reusable masks and strongly discouraged from using medical-grade masks as these should be reserved for health care workers and other essential workers.

We will continue to follow public health guidance as we move into Phase 3 of re-opening and we will adjust our policy on mask usage should the recommendations of public health authorities' change.

Safety Messages

At each YMCA location, you'll see signage reminding staff and participants of COVID-19 safety. Each site will have a COVID-19 health and safety information board, in addition to your standard health and safety information. These boards will provide information on:

- Information on proper hygiene
- Information on proper use of masks
- Public health contact information
- Site cleaning and sanitation schedules and procedures
- What to do if you become symptomatic while at work

Please review the content of these boards and check back regularly for updates.

Good Hygiene Practices



Best Practices:



Maintain a minimum physical distance of 2 metres from others; Wear a mask (if less than 2 metres apart from others);



Limit physical contact; Do not shake hands;



Wash your hands frequently;



Avoid touching your eyes, nose and mouth;



Disinfect shared tools and work spaces before and after use;



Cough / sneeze into your sleeve or elbow;



Dispose of used tissues in the trash and wash your hands immediately.

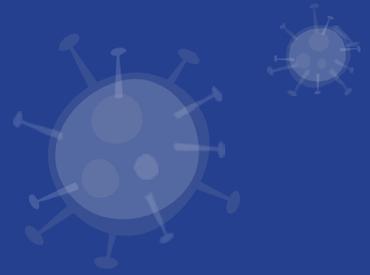
Do not share:

- Your cellphone
- Food
- Coffee machines and kettles
- Cups, dishcloths, cutlery, plates
- Office supplies (pens, staplers, notebooks, etc.)
- Coins or paper money
- Your furniture, e.g. chairs, benches, desks, tables

Documents

- Limit distributing or exchanging paper documents.
- When necessary, use individual document holders.

Handwashing



When should you wash your hands?

- When you enter the YMCA or at the beginning of your shift;
- After touching a shared surface such as a door handle or handrail
- After using the bathroom
- Before and after a meal
- At the end of your day

You will also find sanitizer located throughout your workplace however use of sanitizer is not intended to replace proper handwashing.

The YMCA is not recommending the use of gloves except in circumstances outlined in your Program Area Health and Safety Procedures. If you decide to wear gloves, you will have to change your gloves or wash your hands with the same frequency.

Good Hygiene Practices Outside of Work



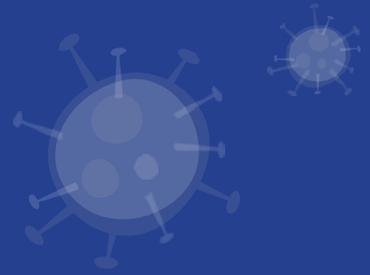
Suggested practices

- Using public transportation: wear a mask
- Carpooling: wear a mask;
- Designate one person per household to go on errands
- Maintain a physical distance of 2 metres from others except those in your household

This is to protect...

- ✓ Your health;
- ✓ The health of your colleagues and our participants;
- ✓ The health of your loved ones!

Managing Possible COVID-19 Cases



To help prevent the spread of COVID-19 we have put steps in place to handle suspected cases.

DO NOT COME TO WORK, INFORM YOUR SUPERVISOR, AND CONTACT A HEALTH PROFESSIONAL IF ANY OF THE FOLLOWING SITUATIONS APPLY:

- You have COVID-19 symptoms
- You have received a positive test for COVID-19
- You have had sustained, direct contact with someone who medical professional suspects has COVID-19 or someone who has tested positive for COVID-19
- You are asymptomatic and have tested negative for COVID-19, but have had sustained, direct contact with someone who has tested positive for COVID-19

IT'S IMPORTANT TO SELF-REPORT, EVEN WHEN WORKING FROM HOME.

IF YOU BECOME SYMPTOMATIC WHILE AT WORK.

- **Immediately put on a mask.**
- Inform your supervisor.
- Go home and contact Telehealth Ontario. If you are awaiting transportation home, your supervisor will place you in an isolation room until you can safely go home.

Supervisors will notify human resources of all presumptive and positive cases of COVID-19 for follow-up with the staff member and tracking of all returns to the workplace.

- Confidentiality will be respected and personal information will only be used as appropriate to support contact tracing by public health.
- Based on public health guidance, your direct contacts at work will be notified as appropriate.

Addressing Health and Safety Concerns or Questions



If you see it, please say it

If you have a safety concern related to COVID-19, report it to your supervisor and discuss how it can be resolved. You may also raise the concern with your JHSC members or Health and Safety Representative.

Take action and close the loop

We expect all supervisors to take action to address concerns and close the loop with their teams so they understand how the safety concern has been addressed.

Ask questions

If you have a question or concern, please ask. If you have a suggestion for making the workplace safer, please suggest it.

If you have questions regarding any of the information contained in this guide, please contact Eric Bogstad, Director, People Development and Employee Wellness at eric.bogstad@eo.ymca.ca or 613-546-2647 x 224.