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COVID-19 SAFETY PLAN – Greenglade Community Centre

1. ASSESS THE RISK AT YOUR WORKPLACE

Front line workers, supervisors and the occupational Health and Safety staff have been involved in this assessment.

Hazard – Exposure in areas where people gather:

Location	Consideration	Modification
Administration Area	Room Capacity Physical Distancing Touch points	<ul style="list-style-type: none">• Limit to 4 people at a time (3 coordinators + 1 receptionist)• Touch points cleaned daily (Door Handles, Table Tops, Chairs, copy machine)
Weight Room	Room Capacity Physical Distancing Touch points	<ul style="list-style-type: none">• Limit to 12 people• Use by registered programs only• Users to clean equipment before and after use. Staff to support with additional cleaning after each program in complete.• Touch points cleaned daily (Door Handles, Table Tops, Chairs)
Classrooms 6,8	Room Capacity Physical Distancing Touch points	<ul style="list-style-type: none">• Limit to 25 people for stationary activities, 6 people for active activities• Touch points cleaned daily (Door Handles, Table Tops, Chairs)
Classroom 7	Room Capacity Physical Distancing Touch points	<ul style="list-style-type: none">• Limit to 25 people for stationary activities, 6 people for active activities if the room is clear. Capacity of 12 posted due to tables• Touch points cleaned daily (Door Handles, Table Tops, Chairs)
Room 1 - Meeting Room	Room Capacity Physical Distancing Touch points	<ul style="list-style-type: none">• Limit to 10 people• Touch points cleaned daily (Door Handles, Table Tops, Chairs)
Room 2 (Contracted Preschool Room)	Room Capacity Physical Distancing Touch points	<ul style="list-style-type: none">• Room is licensed by Storyyoga who will provide their COVID-19 safety plan upon resuming use
Gymnasium	Room Capacity Physical Distancing Touch points	<ul style="list-style-type: none">• Limit to 50 people for stationary activities, 22 people for active activities• Touch points cleaned daily (Door Handles, Light switches)



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Room 4 – Fitness Studio	Room Capacity Physical Distancing Touch points	<ul style="list-style-type: none"> Limit to 45 people for stationary activities, 11 people for active activities Touch points cleaned daily (Door Handles, Light switches)
Room 5 – Fitness Studio	Room Capacity Physical Distancing Touch points	<ul style="list-style-type: none"> Limit to 25 people for stationary activities, 6 people for active activities Touch points cleaned daily (Door Handles, Light switches)
Group Washrooms	Room Capacity Physical Distancing Touch points	<ul style="list-style-type: none"> Limit to 4 people Touch Points cleaned daily (Lights, sinks, toilets, stall doors, toilet paper dispensers)
Single Universal Washrooms	Room Capacity Physical Distancing Touch points	<ul style="list-style-type: none"> Limit to 1 person Touch Points cleaned daily (Lights, sinks, toilets, stall doors, toilet paper dispensers)

Hazard - workers are close to one another or members of the public:

Activity	Consideration	Modification
Day Camp Sign In/ Out Procedures	Room Capacity Physical Distancing Touch points	<ul style="list-style-type: none"> Signage and physical distancing Process will take place outside Staff member will initial the child into care and not the parent
Taking out/ putting away supplies from Storage areas	Room Capacity Physical Distancing Touch points	<ul style="list-style-type: none"> Limit numbers of people in storage area to no more than 2 Use door stops to prop open doors Physical Distance when inside the building Frequent cleaning of touch points
Physical Activities or Games (Running or moving)	Room Capacity Physical Distancing Touch points	<ul style="list-style-type: none"> Most activities will take place outdoors where space allows for greater distancing If activity needs to be delivered inside, we will adhere to room capacity recommendations.
Craft and Stationary Activities	Room Capacity Physical Distancing Touch points	<ul style="list-style-type: none"> Activities will be done in small groups to maintain distancing All touch surfaces will be cleaned before and after activity Room capacity recommendations will determine number of people in the space



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<p>First Aid or Illness Isolation</p>	<p>Room Capacity Physical Distancing Touch points</p>	<ul style="list-style-type: none"> • For serious First Aid situations, emergency services will be called immediately. Staff will provide first aid to the best of their ability using full PPE including gloves, face shields, gowns and masks. • For minor first aid, whenever possible staff will instruct camper on what needs to be done from a distance. If age or ability is a hindrance, staff can assist with full PPE as above • For suspected camper illness – staff will isolate camper to GG Room 5 and notify family for immediate pick up. All areas or objects child interacted with will be sanitized • For suspected staff illness – staff will immediately be relieved from their duties and to follow public health recommendations. Areas or objects staff member interacted with will be sanitized immediately.
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Hazard - Equipment that workers share while working:

Equipment	Consideration	Modification
<p>Panorama Play Equipment (Toys, Sports equipment, cones, etc.)</p>	<p>Room Capacity Physical Distancing Touch points</p>	<ul style="list-style-type: none"> • limit equipment that cannot be sanitized throughout the day • Sanitize equipment after use • Decrease volume of hand held play equipment • Children will be responsible for bringing much of their own craft equipment which will be returned at the end of the week
<p>Small Office Supplies</p>	<p>Room Capacity Physical Distancing Touch points</p>	<ul style="list-style-type: none"> • Assign staff individual labelled admin supplies • Sanitize anything shared before and after use
<p>First Aid Kit</p>	<p>Room Capacity Physical Distancing Touch points</p>	<ul style="list-style-type: none"> • create smaller fanny pack kits for individual staff members



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		<ul style="list-style-type: none"> Sanitize anything shared before and after use
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Hazard - Surfaces people touch often

Location	Consideration	Modification
Door knobs, light switches, alarm, table tops, chairs	Room Capacity Physical Distancing Touch points	<ul style="list-style-type: none"> Touch points cleaned daily Signage posted to remind about frequent hand washing

2. IMPLEMENT PROTOCOLS TO REDUCE THE RISK

1. Maintaining physical distance

- Reducing the overall number of Campers in any given area of Greenglade Community Centre at one time. This may be done by splitting campers into smaller groups and rotating through spaces throughout the day.
- Ensure that the appropriate number of people are in each area. Be mindful of busy periods of public on playgrounds and in the park.
- Maintain a distance of 2 meters (6 feet) between workers, campers and others, wherever possible, by training staff on modified camp games and activities. Encouraging staff and campers to be mindful at all times of those around them.
- Implement measures to ensure workers can maintain a distance of two meters when serving, working with, or near members of the public.
- Signage and physical markers to act as reminders

Where physical distance cannot be maintained

- Most activities and spaces at Greenglade will allow for physical distancing as long as room capacity limits are followed
- When this is not possible, PPE will be supplied to staff

Cleaning and hygiene

- Provide adequate hand-washing facilities on site for all workers & campers, and ensure the location is visible and easily accessed. Develop policies around when workers must wash their hands, including upon arriving from work, before and after breaks, after handling shared equipment or other materials
- Implement a cleaning protocol for all equipment. Staff will be encouraged to sanitize equipment and touch surfaces throughout the day
- Remove any unnecessary tools or equipment that may elevate the risk of transmission





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First Level Protection – Limit the number of people at the workplace and ensure physical distance whenever possible

Measures in Place:

- 4 Camp Leaders, 2 coordinators
- No more than 20 children/ camp (1 Leader : 10 Campers)
- Occupancy limits for rooms throughout Greenglade
- Activities and Programming will be planned outdoors whenever possible
- Limit/avoid areas being used by groups of public as much as possible
- Modify transitional periods to reduce patron density (Sign in/out)

Second Level Protection – Equipment

Measures in Place:

- Limit equipment that cannot be easily sanitized
- Avoid use of shared equipment whenever possible
- Common Touch Point areas cleaned throughout the day
- Sanitation schedules for regularly used toys and equipment

Third Level Protection – Rules and Guidelines

Measures in Place:

- Train staff on public health guidelines and resources to ensure social distance activities and games
- Cleaning and sanitization schedules for equipment
- Strict illness policies for all staff and campers to ensure those unwell are not participating
- Stay home if you have traveled in the past 14 days

Fourth Level Protection – Using Masks & other PPE

Measures in Place:

- Whenever distancing and other measures are not possible, staff will be permitted to use masks and other forms of PPE such as gloves, eye protection, masks and gowns

Cleaning Protocols:

Measures in Place:

- Panorama will ensure equipment and table/ chair surfaces used are disinfected before and after use by our staff team
- Common touch points will be cleaned on arrival (Door handles, light switches, ect)
- Bathroom and general facility cleaning will take place at least twice daily (mid-day and at building closure)



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3. DEVELOPING POLICIES

1. Keep your hands clean
 - Wash your hands often with soap and water for at least 20 seconds.
 - Avoid touching your eyes, nose and mouth.
 - Cough or sneeze into your elbow.
 - Limit your contact with high-touch point surfaces.
 - Use hand sanitizer when hand washing isn't possible
2. Keep your environment clean
 - Use appropriate products to clean and disinfect items
 - Avoid table top services during snack and lunch periods
3. Keep your distance
 - Keep a distance of 2 meters between you, your coworkers, campers and the public.
 - Avoid areas with high public density ie: If the playground is busy with public, do not use it.
 - Split camps into smaller groups whenever possible
4. Stay Home if you sick
 - If you thinking you might have COVID-19, use the self-assessment tool to find out what to do. **DO NOT COME INTO WORK OR PROGRAMS**
 - It is critical that, if you have one symptom of COVID-19 (fever, cough or difficulty breathing), or even mild symptoms, you should stay home to avoid spreading illness to others.
 - Any children who become sick will be isolated, sent home, & receive refunds for the remaining days of camp

4. DEVELOPING COMMUNICATION PLANS AND TRAINING

- ✓ We have a training plan to ensure everyone is trained in COVID Specific camp & workplace policies and procedures.
- ✓ All workers have received the policies for staying home when sick.
- ✓ We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- ✓ We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ✓ Supervisors have been trained on monitoring workers and the workplaces to ensure policies and procedures are being followed.



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5. MONITOR YOUR WORKPLACE AND UPDATE YOUR PLANS AS NECESSARY

1. Risks will be reviewed weekly by supervisors and staff. Policies and procedures will be updated as necessary.
2. Workers will report to a Supervisor with health and safety concerns
3. CRD Occupational Health and Safety will be involved when resolving safety issues in the workplace.

6. ASSESS AND ADDRESS RISKS FROM RESUMING OPERATIONS

1. New staff will be trained on the COVID-19 Safety Plan & Policies
2. New equipment, processes or products will be reviewed and added to the Safety Plan as needed