



# **YMCA of Southwest Nova Scotia**

## **COVID-19 Operational Plan**

Last Revised July 7, 2020



# COVID-19 Operational Plan – YMCA of Southwest Nova Scotia

## INTRODUCTION

The YMCA of Southwest Nova Scotia is a charity that has been serving our community for over 100 years. It is our mission to foster the growth of people and communities in spirit, mind, and body. This operational plan is our guide to ensuring that we can continue to be a safe, inclusive, and fun place for individuals and families while we get into the rhythm of our new normal in a COVID-19 environment.

This COVID-19 Operational Plan applies to all YMCA of Southwest Nova Scotia employees, volunteers, members, participants, and visitors.

To fulfill this operational plan, the YMCA is committed to:

- Following the guidelines and directives put forth by the Chief Medical Officer of Health and the province of Nova Scotia;
- Prioritizing a safe environment for all before convenience;
- Ensuring everyone understands their role in combatting the risk of exposure to COVID-19;
- Ensuring we have the tools and resources to support re-opening our facility and services;
- Amending and updating this operational plan as new information becomes available.

The goal is to create a safe and healthy environment for employees, volunteers, members, participants, and visitors by making the necessary adjustments to help limit the risk of exposure to COVID-19.

As guidelines and recommendations are changing regularly, we are planning a phased reopening of our facility. This document will continue to be updated as needed. Please refer to the version number and date on the cover page to ensure you have the current version.

The YMCA Childcare Centre has a separate operational plan which can be found in the Childcare office.

The maximum occupancy load of the facility has been determined per space / square footage. (Appendix H)

Company Name: YMCA of Southwest Nova Scotia



Plan Owner: Yvonne Smith, CEO

Plan Implementation Date: June 15 2020

Plan Revision Date: June 5, 2020

Plan has been reviewed to assess any new risks or changes to regulatory guidelines (suggest monthly review):

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## Screening and Monitoring

As an added precaution, and because there may be times when people cannot maintain a 2 meters (6 feet) distance, the YMCA will implement active screening for everyone entering the building including staff, volunteers, members, participants and visitors. Upon entering the facility people can expect the following measures in screening and monitoring:

- Signage informing employees, volunteers, members, and visitors about the risks of COVID-19 and how to mitigate them through physical distancing, proper hand and respiratory hygiene, and increased cleaning and disinfecting.
- Employees and volunteers who are feeling sick are asked to stay home.
- A designated employee, located directly inside the main entrance, will go over a screening questionnaire and take the temperature of each individual as they enter the building. This person will be equipped with PPE, including a non-medical face mask or face shield when necessary. Everyone entering the building will be required to answer the COVID-19 Screening Questionnaire (Appendix A). Anyone who answers yes to any of the questions, or who refuses to answer, will not be allowed into the building.
- All members and visitors will be asked to read and agree to the YMCA Code of Conduct. (Appendix F) Anyone who does not agree to the YMCA Code of Conduct will be denied access to the building.
- We will maintain a record of the date and time each person passes into the Wellness Centre, where physical distancing may be more difficult, by tracking membership card scans in. Additionally, this system will allow us to track the patron occupancy and manage access appropriately.



## Physical Distancing

Goal: Protect against the spread of COVID-19 by ensuring employees, volunteers, members, and visitors are kept 2 meters (6 feet) apart.

The YMCA will be implementing a 2 meter (6 feet) physical distance protocol. In order to maintain this protocol we will be putting into practice the following:

- Use social media and other communication platforms to inform employees, volunteers, members and visitors before they arrive at the YMCA about the physical distancing protocol.
- Signage posted upon entry reminding people about physical distancing and repeated signage throughout the building. (Appendix B)
- Visual cues on the floor to direct the flow of traffic and to provide markers for people waiting in lines or in areas where people tend to congregate.
- Re-arranging all the fitness equipment to ensure that a minimum of 2 meters (6 feet) can be maintained while they are in use.
- Restricting and/or limiting access to spaces where patrons may find it difficult to physically distance (i.e. storage rooms, staff room, locker rooms, offices, etc.)
- Reducing group fitness class sizes to allow adequate space for physical distancing, with a maximum capacity of 10 people including instructors.
- Requiring pre-registration for group fitness classes and pool use (when applicable) in order to control the number of people attending these activities and ensuring adequate spacing.
- Separation between employees and customers at a counter or behind a desk where physical distancing may be difficult will be in place. There will be a small opening in the physical barrier to pass essential items through, such as digital pin pads or cash when necessary.
- Having some staff work from home in order to reduce the number of people onsite.



The following are the actions that will be taken in specific areas of the building to help ensure proper physical distancing:

#### Lobby/Membership Desk:

- Signage posted about proper physical distancing. (Appendix B)
- Doors and floors will be marked to identify entry on one side and exit on the other.
- A screening station will be set up in at least 2 meters (6 feet) away from the main doors to ensure adequate physical distancing from others, and people will be directed to enter one at a time for screening.
- Visitors will then be directed by the screener (and visual cues of the floor) to one of the 2 membership services stations that are distanced more than 2 meters (6 feet) apart. One station will be for inquiries and the other for members to be signed in.
- The membership desk will have a physical barrier (i.e. plexiglass / plastic shield) between employees and customers. No more than two people will be permitted behind the membership desk at a time.
- Furniture that is located in the lobby will be spaced apart by a minimum of 2 meters (6 feet) and marked with visual cues.

#### Locker Rooms

- All locker rooms will be open with shower and sauna access restricted.
- Washrooms will be accessible.
- Signage will be posted about proper physical distancing. (Appendix B)

#### Main Gym (Lunenburg County YMCA)

- Gym will be closed to other users; sports will not be permitted, recreation equipment not accessible.

#### Studio

- The equipment room will be closed off to members and a minimal amount of fitness equipment will be laid out for group fitness classes.
- All group fitness equipment will be pre-arranged at a minimum of 2 meters (6 feet) distance apart and marked with visual cues as to where they should remain.



- Group Fitness Class durations will not exceed 45 minutes to allow for extra cleaning of equipment and reduced person-to-person contact.
- Signage posted about proper physical distancing. (Appendix B)
- Fitness classes will have a reduced number of participants and will be pre-booked to reduce traffic entering the class.

#### Wellness Centre

- Visual cues placed on the ground to direct the one-way flow of traffic through the centre.
- Reduced equipment will be available and properly spaced to promote physical distancing among users.
- Signage posted about proper physical distancing. (Appendix B)

#### Pools (Fundy YMCA)

Note: The pools will not open when the facility does, but in later phases, when appropriate.

Reference the HFA Membership Facility Phased Plan. (Appendix I)

At the time of reopening:

- The main pool will be limited to lane swimming only with a maximum of 2 lanes; 1 person will be permitted at a time in each lane.
- All member access to the pools will be restricted to pre-booked times only.
- Signage posted about proper physical distancing. (Appendix B)

#### Offices and Other Spaces

- The staff member or members who occupy offices are responsible for ensuring proper physical distancing between each person in their offices.
- Visual cues will be placed either outside or inside each space to help ensure people visiting an office can maintain a distance of 2 meters (6 feet).
- Only one person permitted at the photocopy machine at a time and must ensure a physical distance of 2 meters (6 feet) is maintained from others while waiting to enter.
- Signage posted about proper physical distancing. (Appendix B)



## Hand and Respiratory Hygiene

Goal: Protect against the spread of COVID-19 by promoting and enabling frequent and proper hand washing and respiratory etiquette for employees, volunteers, members, and visitors.

The YMCA will be implementing a hand hygiene and respiratory etiquette protocol. In order to maintain this protocol we will be putting into practice the following:

- Use social media and other communication platforms to inform employees, volunteers, members and visitors before they arrive at the YMCA about the hand and respiratory hygiene protocol.
- Post signage upon entry promoting hand and respiratory hygiene and repeated signage throughout the building. (Appendix C)
- Require each person to conduct hand sanitization or washing as they enter the building (during screening) and communicate proper cough/sneeze etiquette to each person.
- Employees are required to frequently clean commonly touched surfaces and shared objects in their workspaces, every two hours, with EP66 or Saber.
- Membership staff will promote the use of electronic payments through the electronic pin pads. Pin pads will be sanitized after each use.
- If cash must be handled, staff will wash or sanitize their hands after each time.
- Frequently touched surfaces, such as door handles, tables, desks, railings, etc. will be cleaned continuously by employees and YMCA facility staff.
- Members will play a big part in preventing the spread of COVID-19 by disinfecting all fitness equipment before and after each use. This includes fitness machines, weights, and equipment in the Wellness Center, Gym and Fitness Studio.
- Hand sanitizing stations throughout the building with minimum 60% alcohol-based hand sanitizer available.





## Cleaning and Disinfecting

Goal: Protect against the spread of COVID-19 by ensuring frequently touched surfaces are disinfected properly and regularly.

The YMCA will be implementing a rigorous cleaning and disinfecting protocol in addition to existing cleaning policies. In order to maintain this protocol, we will be putting into practice the following:

- Use social media and other communication platforms to inform employees, volunteers, members, and visitors before they arrive at the YMCA about the enhanced cleaning and disinfecting protocol.
- Each employee is responsible for cleaning and disinfecting their workspaces including frequently touched surfaces such as phones, keyboards, mouse, and desk/counters. This must be done at least twice per day.
- Staff will be responsible for regularly cleaning and disinfecting of frequently touched surfaces throughout the building as well as washrooms.
- We will maintain an inventory of cleaning and disinfecting supplies to ensure availability of all necessary supplies.
- Individual disinfecting kits will be given to each member upon entry to use to wipe down all equipment they touch before and after each use. Kits will consist of a bottle of cleaning solution and a microfibre cloth. Bottles and cloths will be disinfected before being returned to circulation.
- See Appendix D1 and D2 for the full COVID-19 Cleaning and Disinfecting schedule including cleaning supplies in use.

The following are the actions that will be taken in specific areas of the building to help ensure proper cleaning and disinfecting:

### Lobby/Membership Desk/Common Areas

- Signage reminding employees, volunteers, members and visitors to disinfect any furniture they touch before and after each use.
- Disinfecting station equipped with cleaning solution, paper towel and garbage cans easily accessible.
- Water fountains will be bottle fill only.
- We will not be storing lost and found items, any items left behind will be discarded at the end of each day.
- Staff continuously cleaning frequently touched surfaces such as door handles, tables, railings, light switches, washrooms, water fountains etc.



- Membership staff responsible for disinfecting their workstation throughout their shift. Pin pads and phones disinfected after each use.
- Deep cleaning will occur each night by facility staff, including the use of an electrostatic sprayer and cleaning solution.

#### Locker Rooms

- Saunas will be closed off.
- Signage reminding employees, volunteers, members, and visitors to disinfect any furniture they touch before and after each use.
- Paper towel and garbage cans easily accessible.
- Staff continuously cleaning frequently touched surfaces such as door handles, tables, railings, light switches, washrooms, etc.
- Deep cleaning will occur each night by facility staff, including the use of an electrostatic sprayer and cleaning solution.

#### Studio

- Signage reminding participants that they must disinfect equipment before and after each use. Members are encouraged to bring their own equipment where possible.
- Disinfecting kits provided to each member upon entry.
- Staff regularly cleaning frequently touched surfaces such as door handles, tables, railings, light switches, sound system controls, etc.
- Deep cleaning will occur each night by facility staff, including the use of an electrostatic sprayer and cleaning solution.

#### Wellness Center

- Signage reminding participants that they must disinfect equipment before and after each use.
- Each member will be provided with a disinfectant kit and asked to clean equipment before and after using.
- HFA staff will continuously wipe down frequently touched surfaces and equipment and remind members to do the same.



- Water fountains will be bottle fill only.
- Staff continuously cleaning frequently touched surfaces such as door handles, railings, light switches, etc.
- Deep cleaning will occur each night by facility staff, including the use of an electrostatic sprayer and cleaning solution.

#### Pool (when applicable)

- Shared pool equipment will not be in use.
- Water fountains will be bottle fill only.
- Staff continuously cleaning frequently touched surfaces such as door handles, tables, railings, light switches, public washrooms, water fountains etc.
- Aquatics staff are responsible for disinfecting their workstation throughout their shift.
- Deep cleaning will occur each night by facility staff, including the use of an electrostatic sprayer and cleaning solution.

#### Offices and Other Spaces

- Signage reminding employees, volunteers, members and visitors to disinfect any furniture they touch before and after each use.
- Disinfecting stations with cleaning solution, paper towel and garbage cans are easily accessible.
- Staff members who use common spaces are responsible for disinfecting any and all surfaces they touch before and after each use.
- The staff member or members who occupy offices are responsible for disinfecting their workstation throughout their shift including phones, keyboards, mice, desks, etc.
- Facility staff will be responsible for disinfecting commonly touched surfaces in the common spaces and hallways.



## Additional Considerations

### Non-Medical Face Coverings and PPE

The YMCA is committed to following guidelines on non-medical face coverings and community masks. If a physical distance of 2 meters (6 feet) cannot be maintained, employees and volunteers will be required to wear a non-medical mask. Staff will encourage members to wear their own non-medical face covering if they cannot maintain physical distancing.

### Staff / Volunteer Education and Training

COVID-19 public health measures will be communicated to employees and volunteers prior to their return to regular duties. In addition, employees and volunteers will be trained on their additional responsibilities in accordance with this operational plan. Please see Appendix H for the full YMCA COVID-19 Staff and Volunteer Guidelines.

If contacted by Public Health about a suspected or confirmed case of COVID-19 in our building, the YMCA will co-operate with all Public Health directives and report any employee positive cases to province of Nova Scotia.

### Symptom Monitoring

Strict exclusion of staff who are sick with 1 or more of the following symptoms: Fever, new or worsening cough or shortness of breath, runny nose, diarrhea, headache, sore throat, new onset or unusual of fatigue, new onset of muscle pain, loss of taste or smell and or a displaying purple fingers or toes. Those who are sick must stay home, contact 811, and cannot return until fully recovered. If tested, Public Health will inform the individual or parent (when a child is involved) when isolation may be lifted.

- Note: Staff / Volunteers who have been identified as having seasonal allergies or suffer from chronic runny nose/nasal congestion are not required to be excluded, **Doctors note must be provided and kept on file.**
- Any person arriving from travel outside of the Atlantic provinces must self-isolate for 14 days, monitor for symptoms, and avoid use of the YMCA of Southwest Nova Scotia.
- If Staff / Volunteers of the YMCA of Southwest Nova Scotia test positive for COVID-19, Public Health will identify who the close contacts are and manage the outbreak with respect to public health measures and communication.

