

# ANIKA YOUTH SERVICES

## COVID-19 Safety Plan

Anika Youth Services continues to implement procedures to ensure the health and safety of employees during the COVID – 19 pandemic. The Health and Safety Committee with the input from employees, continue to review and update the established protocols as per all orders and direction from the Public Health Authorities. These revisions are outlined in this COVID – 19 Safety Plan. These procedures are reviewed and updated as required on a regular basis during Health and Safety meetings. Ongoing monitoring in the workplace is assessed by the Health and Safety Committee and any sign of noncompliance is addressed and reported to the director immediately.

***The employee is responsible to ensure that they are doing their part to ensure that these procedures are being followed.*** Report all symptoms to Melanie (604-813-9928) or an appropriate supervisor. Each situation will be assessed on a case by case basis following the guidance of the Public Health Authorities, their orders, and the BC Centre for Disease Control.

### **This includes:**

- Stay home if you are sick
- Daily Health Checks through our online self-assessment
- Remaining 2 meters or 6 feet apart
- Wearing a mask that properly covers mouth and nose
- Practice good hand hygiene
- Sanitize high touch surfaces regularly and continue with enhanced cleaning measures in our house.

Public Health is no longer able to do contact tracing for everyone who tests positive as the new Omicron variant has such a high rate of transmission. It is advised that you are to self monitoring at all times with the high likelihood that you will have come in contact with it and report any symptoms to Mel.

AYS continues to ask that you sign in at the door of every AYS location you enter with the exception of the house you are scheduled to be at. Should an employee be confirmed positive for Covid 19 it is the intention of management to advise close contacts of this exposure but it is not guaranteed.

If an employee has been confirmed positive for Covid-19, the employee will be required to self isolate for 5-10 days from the onset of symptoms, depending on your vaccination status. The employee will then be asked to be double masked for the next five days upon their return to work.

If an employee is requesting to Covid test as a preventative to being exposed to a client with symptoms, but is NOT exhibiting symptoms themselves, they may continue to work while monitoring for symptoms and awaiting their test results.

If you have been double vaccinated, it has been 7 days since your last vaccination and you come into direct contact with Covid 19 you may continue to work while self monitoring. (Please report to Melanie for further Direction)

Employees have been allotted 5 paid sick days per year as of January 1, 2022, allowing for people to stay home if you are sick. Sick days will be applied to all absences due to illness. Employees cannot request to hold sick days as they must be used as the days occur and before the end of the year.

AYS will train procedures upon hire and the employee is reminded and communicated to via email on a regular basis from the Health and Safety committee. AYS will continue to require employees to complete any online trainings related to COVID – 19 and ensuring safety. Signage is posted at all sights and a copy of the current plan will be made readily accessible to all employees and posted on Staff Boards.

AYS has established policies that are reviewed by employees upon hire and annually. Response to COVID -19 can be found in the Health & Safety Section, Policy No. 5, Subject: Communicable Disease. This is located in the Health and Safety Binder at each location.

If any questions arise regarding Covid 19 please contact Melanie at 604-813-9928.

## **PROCEDURES TO ENSURE THE HEALTH AND SAFETY OF EMPLOYEES:**

- AYS will request that all employees follow the Public Health Orders of BC.
- Health checks are mandatory self-assessments to be filled out online prior to starting your shift.
- Any visitors with approval from a supervisor (ei, social worker, maintenance worker) that enter an AYS office or residence will be asked to wear a mask, sign in/out, sanitize, and complete the self-assessment online.
- Monitoring of online self-assessments will be conducted daily by the health and safety committee and or director.
- Hand washing is required upon entry of each location. Frequent hand washing is encouraged and recommended before and after tasks as identified by public health services.
- Work stations arranged to allow for 2 meters separation. Physical distancing measures have been communicated.
- Areas such as kitchen (office), staff rooms, boardroom, copier room, common area, and offices have been identified occupancy limits and signage posted.
- Masks are provided by employers and as of August 25, 2021, masks are again mandatory in all inside public spaces. It is required that you wear a mask when in the house when social distancing is not possible in situations such as transporting a client and when support staff/supervisors are onsite. (2 meters of separation is recommended at all times when possible) Signage posted to ensure proper use of a mask.
- Additionally, staff are required to have the youth sit in the back seat during transportation while wearing a mask. (transportation protocol)
- Social distancing, good hand hygiene, disinfecting, and wearing masks are recommended.
- Office staff have been provided disposable utensils, otherwise advised not to share tools and signage has been posted to disinfect after use if necessary use is unavoidable.
- Regular cleaning schedules have been assigned daily and upon shift change. Maintenance of ongoing cleaning duties are in place with the addition of disinfecting high touch surfaces, and individual work stations more frequently (three times per day). Adequate materials and supplies are made readily available by employers.
- Communication and adjustments to this plan are relayed daily through the ongoing supervision of employees.
- Any concerns that an employee may have regarding policies and protocols can be brought forth to your supervisor for resolution. Otherwise, AYS provides a complaint/grievance procedure for employees and this can be found on our website.