



COVID-19 Safety Plan

Based on Protocols from WorkSafe BC, BCCDC, Island Health, SD69

Updated [Provincial Health Orders](#) will supersede current policies.

Step 1: Risk Assessment

- OBLT’s Early Learning Team and the Technology Learning Centre have reviewed concerns regarding starting up on-site programming and we have created protocols and adapted the environment to mitigate the risks as is noted in the Safety Plan.
- OBLT management and staff will be reviewing the effectiveness of the protocols and make adjustments as necessary.

Step 2: Implementation of protocols to reduce the risks

- OBLT follows the guidelines by WorkSafe BC, BC Public Health Office, BC Health, and SD69.
- Our Safety Plan is based on the four phases of BC’s ReStart Plan and we can revert or proceed based on BC Health’s direction.

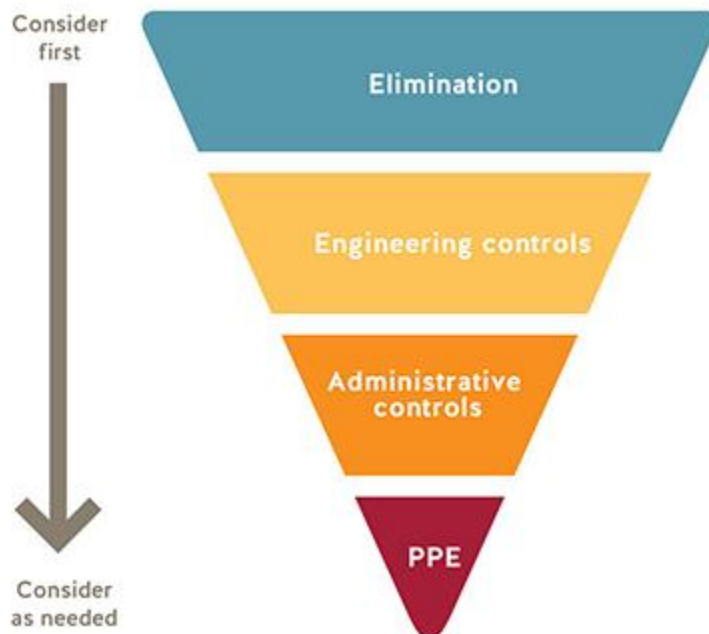
OBLT Phases	Description
Phase One March – June 2020	<ul style="list-style-type: none"> • Staff work from home • Programs are held on-line • Staff meetings are held on Zoom • If staff require equipment or supplies from the facility, they must get approval from the manager, and sign in with the applicable sheet at each location.
Phase Two June – Aug 2020	<ul style="list-style-type: none"> • Phased in of staff working in office/Munchkinland /TLC with a blend of working from home and office/program locations. • Meetings to be held on Zoom if physical distancing can not be maintained • Staff/volunteers to maintain physical distancing of 2 metres apart and use face masks when this is not feasible • Break times to be staggered to avoid congestion in the kitchen area. Appliances may be used if wiped down before and after use. Staff to bring their own dishes or disposables. • Proper hand hygiene to be used throughout the day • Frequent disinfecting of commonly used surfaces to be done throughout the day • Programs continue to be on-line
Phase Three Sept 2020 - ?	<ul style="list-style-type: none"> • Staff/volunteers to wear masks at all times except when working alone in their office/work area • Mandatory masks for all adult participants. No exceptions.

	<ul style="list-style-type: none"> • Programs resume at a reduced capacity in Munchkinland and TLC with a blend of in person and on-line programming • An online reservation system will be implemented to ensure allowable occupancy levels are not surpassed • Masks will be worn in common areas when not working alone. • Meetings to be held on Zoom if physical distancing can not be maintained • Break times to be staggered to avoid congestion in the kitchen area. Appliances may be used if wiped down before and after use. Staff to bring their own dishes or disposables. • Proper hand hygiene to be used throughout the day • Frequent disinfecting of commonly used surfaces to be done throughout the day • The OBLT Safety Plan based on WorkPlace BC will be implemented
<p>Phase 4 Unknown start date</p>	<ul style="list-style-type: none"> • This phase will be implemented at the direction of BC Health. • 80% - 100% of normal physical interactions and programs can resume. • This phase will only begin when BC has achieved herd immunity/vaccine/treatment.

Hierarchy of Infection Protection and Exposure Control

Graphic supplied by WorkSafe BC

Note that different protocols offer different protection. Wherever possible, use the protocols that offer the highest level of protection and add additional protocols as required.



First level protection (elimination): Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft) from co-workers, customers, and members of the public.

- Staff/volunteers/visitors and participants **must** sign in each day after they've answered the Daily Health Check Questions. Sign in sheets are to be kept for 60 days.
- Some staff will do a blend of working from home and in the office to minimize contact with other staff/volunteers members.
- Programs in Phase Three resume in Munchkinland and TLC with a blend of in-person and on-line programming
- Each room will have capacity signs posted indicating the maximum number of people allowed in the area at one time
- No drop in participants permitted.
- Numbers of participants will be adjusted depending on the rise and fall of Covid cases on the Island. An online reservation system will be implemented and updated as needed to ensure maximum numbers of attendees are not exceeded.
- There will be an emphasis on being outdoors for early learning participants
- In the TLC room, when possible, information and assistance will be conveyed using the computer and screen to minimize close contact with students.

Second level protection (engineering controls): If you can't always maintain physical distancing, install barriers such as Plexiglas to separate people.

WOW Bus

- The WOW bus when enroute to a location will only have the bus driver and Early Learning educator on the bus. Both will wear masks, unless the bus driver's glasses fog up while wearing a mask. In this case, the mask will be worn as soon as they reach the destination.
- The WOW bus has a barrier separating the bus driver from the children and their adult when participants are accessing the parked bus.
- There is a Plexiglas partition separating the front and the back of the WOW bus to allow two groups (bubbles) to be on the bus during inclement weather.
- Entering and exiting the bus will be from two separate doors. The Early Childhood Educator will direct families.
- A focus will be on outdoor play when weather permits.
- When possible, windows and doors will be opened to allow for fresh air to circulate.

Third level protection (administrative controls): Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.

- Staff/volunteers will receive training in the transmission of COVID-19 and how best to reduce the risks. Refer to COVID-19 Workplace and Training document.
- Workers will use their own pens etc.
- If pens are required for participants to sign in, there must be a container for "clean" and one for "used". Used pens must be disinfected prior to be putting back into use.
- Common areas such as kitchens will be disinfected before and after use.
- High touch areas to be disinfected throughout the day

- Staff/volunteers and adult participants to wear masks at all times unless the staff member is working alone in their office/work space.
- All participants must register before attending programs giving contact information and answers to questions related to their health and possible exposure to a communicable disease such as COVID-19.
- A waiver form will also be answered by each adult upon entry to the facility verifying they (and their child/children) are not ill and have not met any of the COVID-19 criteria noted above. These forms will be kept for 30 days.
- Program participants will wait outside until staff/volunteers indicate it is safe to enter to avoid crowded entryways
- Signage will be clear for participants so they understand the protocols in place for entry/exits, social distancing, hygiene practices, etc. Staff/volunteers will reinforce these protocols as needed.
- Hand sanitizer will be used upon the participants entering and leaving the facility and as needed throughout their stay
- Munchkinland locations will alternate play areas for different sessions to make disinfecting between sessions more efficient and effective
- Once used, toys/computer equipment and other high touch items will be removed and disinfected then aired for 24-48 hours when possible
- If food is provided, it will be served in individual portions and not by a self serve method
- Videos will be made and posted to OBLT's YouTube channel, website and Facebook pages to educate participants on how the process at TLC, Munchkinland and on the WOW bus will work. It will also include the proper use of a mask.

Fourth level protection (PPE): If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure workers are using masks correctly.

- Staff/volunteers will wear masks **at all times** unless working alone in their office/work space.
- Staff/volunteers responsible for cleaning their own PPE. Refer to policy Use of Masks.
- Adults and TLC participants must wear their own face masks. A disposable mask will be provided if necessary.
- Masks for children over two participating in early learning programs is recommended.
- Adult participants who refuse to wear masks will be asked to leave and encouraged to attend any of our on-line programs.
- Refer to OBLT Workplace and Training Plan for correct use of masks.

COVID-19 Checklist

Participants and/or staff/volunteers working at an OBLT program must ensure they do not meet the following criteria:

- Have returned to Canada within 14 days
- Live with people who have COVID-19
- Have been directed by Public Health to self-isolate

Have had symptoms of COVID-19 within the last 14 days. Note that symptoms are listed in order of significance. Pre-existing symptoms such as allergies are not a factor.

Symptoms of Illness – for adult programming:

1. Fever or chills
2. Cough or worsening of chronic cough
3. Shortness of breath
4. Sore throat
5. Loss of sense of smell or taste
6. Headache
7. Extreme fatigue or tiredness
8. Body aches
9. Diarrhea
10. Loss of appetite
11. Nausea and vomiting

Symptoms of illness – for early learning programming:

- Fever
 - Chills
 - Cough or worsening of chronic cough
 - Shortness of breath
 - Loss of sense of smell or taste
 - Diarrhea
 - Nausea and vomiting
- Staff/volunteers/visitors and participants **must** sign in each day after they've answered the Daily Health Check Questions. Sign in sheets are to be kept for 60 days.
 - If unsure of health status, staff/volunteers must call 811 for advice on whether it is safe to interact with others, even with a mask on.

Before returning to OBLT programs, staff/volunteers and participants that have been diagnosed with COVID-19 or told by Public Health to self-isolate **must** adhere to the following examples, or provide a note from a BC health care provider.

Implementation of Effective Cleaning and Hygiene Practices

- OBLT staff have been trained and passed the WHMIS exam prior to programs re-opening. New employees will also be trained as they begin.
- Participants will use hand sanitizer before entering the program. Each facility has handwashing stations with signage and there are additional hand sanitizing stations for staff/volunteers and participants to use at the beginning and end of each program, and in-between as required. Our mobile programs will have hand sanitizer on board. Staff/volunteers and participants will be reminded of proper hand washing with posters.
- Time will be allotted between sessions to allow for disinfecting of play areas and computers
- Toys will be easily washable/disinfected and the use of plush toys will be avoided.

- At the end of each session in Munchkinland and the WOW bus, toys will be placed in bins for cleaning and toys and play areas will be rotated to ensure proper disinfecting is done between sessions
- Staff will ensure high touch areas are disinfected throughout the day.

Step 3: Policies

- OBLT has the following policies in place – Under Health & Safety Policies
 - Use of Masks
 - Workplace and Training policy for COVID-19
 - Working from home
 - Violence Prevention
 - Sick Time and Sick Pay Policy
- Daily Health Check questions for staff/volunteers/participants will be used before entering programs or attending work. They must sign in after answering health check questions.

If staff/volunteers exhibit any signs of COVID-19, they are to immediately call the OBLT Manager or designate. Sick employees/volunteers should wash their hands, put on a mask and go straight home. They should call 811 for further guidance related to testing and self-isolation. If the worker is severely ill, 911 will be called. Any surfaces touched by the ill worker should be cleaned and disinfected.

If a participant meets any of the above criteria, they are not permitted to enter OBLT's facility. A questionnaire will be given to each participant on each visit to OBLT to complete including contact information to allow tracing.

Step 4: Communication Plans and Training

- OBLT staff/volunteers have been trained on COVID-19 protocols prior to programs re-opening
- All staff were educated and tested on WHMIS and can safely disinfect high touch surfaces throughout the day
- As new staff and volunteers join OBLT, appropriate training will be given.
- Signs of who is restricted in entering the facilities, occupancy limits, hand washing, mask usage, and respiratory hygiene will be posted and reinforced by staff/volunteers members to program participants
- Videos and specific COVID-19 information will be posted on OBLT's YouTube channel, website and Facebook pages for participants in early learning programs and TLC. These videos and posts will include information on how to register, what to expect, proper mask usage etc.

Step 5: Monitoring Workplace and Update Plans as Necessary

- Health and Safety policies and topics are reviewed monthly with staff
- Continual assessment of how the protocols are working will be done by staff and adjusted as necessary in collaboration with management and in keeping with provincial and federal COVID-19 guidelines.

Step 6: Assess and Address Risk from Resuming Operations

- We've created a Four Phase system based on BC's Restart Plan and can revert or proceed through phases based on the advice from BC Health
- New staff and volunteers will be trained in COVID-19 protocols before working/volunteering at OBLT
- Changes will be made as directed by BC Health or other government health agencies as well as through discussions and feedback from staff and participants.

Additional Information:

Key Contact Numbers

- VIHA COVID-19 Testing Call Centre – call 1-844-901-8442
- BC Health Link – call 811

Definitions

Self Monitoring	<p>Self Monitoring means you should be monitoring your health and the health of your children for symptoms such as fever, cough or difficulty breathing. Individuals who are self-monitoring are allowed to attend work and school and take part in regular activities. http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation</p> <p>Examples:</p> <ul style="list-style-type: none"> • For contacts of cases or people who have travelled outside Canada • Pay attention to your health • Record your temperature and any symptoms
Self Isolation /Quarantine	<p>Self-isolation means staying home and avoiding situations where you could come in contact with others. You may have been exposed to the virus and are at risk for developing COVID-19 and passing it on to others. http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation</p> <p>Examples:</p> <ul style="list-style-type: none"> • For those experiencing symptoms and awaiting test, contact of confirmed cases or people who have travelled outside of Canada • Stay home and do not go to work, school or public places • Do not use public transit, taxis etc. • Do not have visitors to your home • Avoid contact with others at home by staying and sleeping in a separate room – use a separate bathroom if possible.

Note: All sources of information are from BC Public Health, WorkSafe BC, BC Centre for Disease Control, SD69 and Government of Canada websites.

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