



# The Centre for Child Development COVID-19 Safety Plan



Rev	Amendment Date:	Amended:
R1	Oct 21, 2020	Updated to reflect the changes made to The Centre's Protocol, REV.4, and the WSBC updated safety plan guideline.
R2	April 14, 2021	Updated to reflect the changes made to The Centre's Protocol, and the WSBC updated safety plan guideline.
<i>R3</i>	<i>January 2022</i>	<i>Updated to reflect Omicron variant requirements. Amendments in red.</i>

On March 17, the World Health Organization (WHO) declared COVID-19 to be a pandemic. In accordance to the advice given by the Public Health Office and the Ministries of Health and Children & Family Development (MCFD), many of The Centre's essential services moved online. The Centre for Child Development developed the first version of *The Protocol for Working During the COVID19 Pandemic* (hereafter referred to as *The Centre's Protocol*) at the beginning of April. The Centre's Protocol outlines specific steps for staff to take to ensure the safety of all staff and possibly clients should they need to work on site such as Childcare services for Tier 1 families and critical work that could not be done remotely by staff at home.

The WorkSafeBC (WSBC) Safety Plan for The Centre as outlined below draws from the latest revision of The Centre's Protocol, which incorporates the guidelines from WSBC, the Ministries, the Public Health Officer (PHO), and regulatory colleges.

*The italic text* indicates The Centre for Child Development's response to the WSBC checklist items per the WSBC six steps template. Further, the relevant sections from The Centre's Protocol will be cited to ensure alignment between the Safety Plan and The Centre's Protocol, which provides greater detail.

A copy of this plan will be posted as per WSBC requirements and by order of the PHO.

## Step 1: Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

- We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).

- ⇒ *The Centre for Child Development struck a Protocols Team to develop on-site protocols in response to guideline from Ministries, OHS & WSBC; review these as they occur to ensure continued compliance and communicate all guidelines to staff. Staff are encouraged to provide feedback to their supervisor, their VP, or the VP of Strategy & Performance Management. The Centre's Occupational Health & Safety (OH&S) Team is likewise apprised, and feedback is considered in the development of each revision.*
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
  - ⇒ *The Centre's Protocol identify and detail limited access to gathering locations within building sites. Staff access to The Centre is limited and by permission only to ensure minimal staff presence in any part of the building.*
  - ⇒ *Further details of limited access to areas within The Centre can be found in **Sections 1A.4 Areas of Limitations** and **1A.5 Areas of Congestion** in The Centre's Protocol.*
- We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
  - ⇒ *The Centre's childcare program is an essential service. **Section 2** of The Centre's Protocol outline what staff are required to do to meet all guidelines released by BC Centre for Disease Control (CDC) for childcare operators. All childcare services provided by The Centre will be in full compliance with licensing requirements. The safety measures for The Centre's childcare programs, Sections 2.1 through 2.4, are **in addition to** requirements outlined in the Fraser Health Authority (FHA) Licensing requirements for Childcare Centres, and as per [COVID19: Public Health Guidance for Childcare Settings](#) (updated *December 20, 2021*) along with BC Centre of Disease Control & Ministry of Health Guides (see SECTION 5 References & Resources in The Centre's Protocol) to ensure the safety of children, their families, and our staff during this time period.*
  - ⇒ *All other staff are encouraged to work from home if they can and to have online sessions with their client/families. However, The Centre recognizes that some work cannot be done at home. Staff are required to follow **Section 1A.3 Scheduling Access** in The Centre's Protocol to arrange on-site work periods with their supervisor and the identified **Centre Safety Officer**.*
  - ⇒ ***Sections 3.1 Urgent or Necessary Services** and **3.2 School Support** outline in detail what staff are required to do if providing in-person service for The Centre's clients.*
- We have identified the tools, machinery, and equipment that workers share while working.
  - ⇒ *All equipment that staff use on site, such as photocopiers, fax machine, etc., are recognized as high touch point areas. High touch areas are cleaned and disinfected daily by a professional janitorial service. Further, there are disinfectant sprays and paper towels available for staff to use to clean areas after use as per **Section 1A.6 Expectations of Staff While Onsite**.*
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.
  - ⇒ *Janitorial services are cleaning and disinfecting high touch areas daily.*

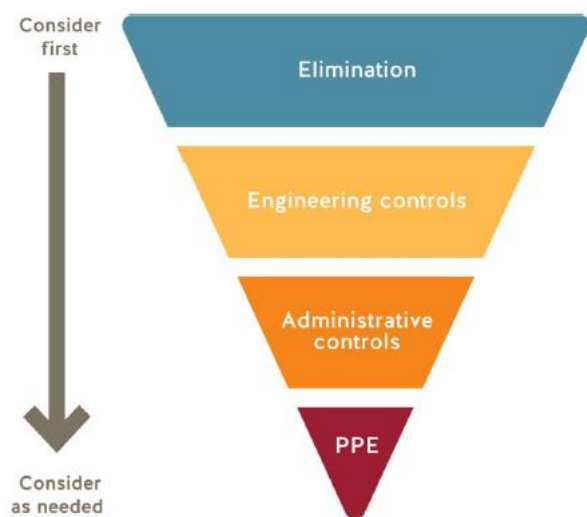
## Step 2: Implement protocols to reduce the risks

The Centre for Child Development will implement the following to reduce risk for staff and families.

- Review industry-specific protocols on worksafebc.com to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
  - ⇒ All guidance from the BC CDC, Ministry of Children & Family Development, Ministry of Health, regulatory colleges, and industry specific guidance from WSBC are reviewed weekly by the Protocol team. **Section 5 – Resources & References** is regularly updated with links to the appropriate guidelines.
  - ⇒ The safety of the children that The Centre serves, their families, and staff is foremost in developing the protocols, therefore, The Centre will be very cautious moving forward to allow more staff onsite or giving in-person service when necessary.
- Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
  - ⇒ All approved changes to The Centre's Protocol are communicated to staff and OH&S team as soon as it is implemented.
- Orders, guidance, and notices issued by the provincial health officer and relevant to your industry.
  - ⇒ Physical distancing, increased hygiene and handwashing, and other measures by the PHO are in place.
- Your health and safety association or other professional and industry associations.
  - ⇒ Many staff belong to one of seven regulatory colleges, as well as Health Services Association (HSA), and other associations. Their guidelines and advice are considered and incorporated into The Centre's Protocol where appropriate.

### Reduce the risk of person-to-person transmission

Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



**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 2m from co-workers, customers, and members of the public.

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

**Third level (administrative controls)** – Establish rules and guidelines, such as posted occupancy limits for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

**Fourth level (PPE)** – If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are selected and cared for appropriately and that workers are using masks correctly.

**First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible**

- We have established and posted an occupancy limit for our premises. Limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. Some sectors may have requirements for occupancy limits prescribed by the provincial health officer. For other employers, an occupancy limit that provides at least 5 sq.m. of unencumbered floor space per person (workers and patrons) may provide a sensible approach for determining maximum occupancy.
  - ⇒ As per **Section 1A.5 Areas of Congestion** and **1A.6 Expectations of Staff While Onsite**, staff are required to ensure at least 2 meters distance between each other, to ensure only 1 person at a time in hallways and stair wells and take other measures to maintain distance while onsite.
  - ⇒ **Section 1A.3 Scheduling Access** states that *staff are encouraged to work from home where possible and to check in/out daily if needing to work onsite. The Centre Safety Officers are monitoring numbers and will control access if there are too many onsite. The Centre currently has a cap of 70% staff onsite at any one time.*
  - ⇒ **Section 2 – Childcare & Supported Child Development** minimizes staff and visitors in the childcare wing. All other orders regarding childcare is implemented.
- In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
  - ⇒ All staff not required for childcare are to work from home. Any work required on site will need to be arranged with their supervisor and coordinated by the Person in Charge, as per **Sections 1A.3 Scheduling Access** and **3.1 Urgent or Necessary Care**.
- We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
  - ⇒ **Sections 1A.4 Areas of Limitation** and **1A.5 Areas of Congestion** detail how many staff can be in any one area to maximize distancing between staff members.
- We have implemented measures to keep workers and others at least 2 meters apart, wherever possible. Options include revising work schedules and reorganizing work tasks.
  - ⇒ While on site, staff are limited in different office areas as per **Section 1A.4 Areas of Limitation**. *Staff are encouraged to have at least one office desk separation from each other in the large shared office space. Staff are also encouraged to book office space elsewhere in The Centre, if their workspace has too many people in it and 1 desk space separation cannot be reasonably achieved.*

**Measures in Place:**

Any staff working on-site are required to read the latest version of The Centre's Protocol and acknowledge that they understand their responsibility in ensuring everyone stays safe.

Childcare, per **Section 2 – Childcare & Supported Child Development**:

- ⇒ *Staff will limit their movement between the two programs, within reason.*
- ⇒ *The Childcare door (back door) will be used by families and staff. This will help reduce the number of people moving through The Centre building and minimize "touch" point risks.*

- ⇒ *The "transition" from parent to staff and back again, will take place outside of CC rooms - in the hallway by sign in table. Reminder: physical distancing will be practiced at all times.*
- ⇒ *There will be a "station" set up to wipe down/sanitize the children's kits.*
- ⇒ *Childcare staff may use the preschool kitchen area for lunch breaks, meal prep, etc., with one staff person at a time using the kitchen.*
- ⇒ *Staff will limit their movements within The Centre as much as possible, e.g., when going outdoors they will exit and enter from the Childcare rooms or through the glass doors in the childcare hallway area only.*
- ⇒ *Only one staff member at a time in the shared childcare kitchen space.*

**Other services, as per Section 1A – Required Safety Measures:**

- ⇒ *The Centre Safety Officer will be a member of the executive and will be available to staff should their supervisor and their VP not be onsite or available.*
- ⇒ *Access to the Lunchroom will be limited.*
- ⇒ *Hallways: person starting down a hallway must wait for anyone already in it to pass or to exit.*
- ⇒ *Stairways: one person at a time going up or down.*
- ⇒ *Elevator: one person at a time. However, avoid using the elevator whenever possible.*
- ⇒ *Main photocopy/fax area in Admin wing: one person at a time.*
- ⇒ *Photocopiers in OT area, CT hallway and downstairs: one person at a time.*

*For approved in-person service appointments, all measures in **3.1 Urgent or Necessary Services** apply.*

**Second level protection (engineering): Barriers and partitions**

- We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.
  - ⇒ *The Centre's Protocol focuses on distancing measures at this time. Barriers are in place for the front reception area.*
  - ⇒ *Plexiglass barriers are also in place in other parts of the building to provide additional protection for families and staff during in-person service appointments.*
- We have included barrier cleaning in our cleaning protocols.
  - ⇒ *All barriers are included in the cleaning & disinfection plans similar to high touch areas.*
- We have installed barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).
  - ⇒ *Barriers will not impede the movement of staff in emergencies nor cause an increase of risk of harm in anyway.*
- For buildings with heating, ventilation, and air conditioning (HVAC) systems: We have reviewed available information on ventilation and air circulation and have ensured, to the extent that we are able, that these systems are properly maintained and functioning as designed.

**Measures in Place**

The Centre's Protocol details the measures used to manage the movement of staff and others while on-site, with focus on physical distancing and hygiene. (See **Measures in Place for First Level Protection** above.)

Barriers are in place for the "high traffic" reception area. Signs are posted throughout to remind staff and approved visitors to stay 2m distanced from each other.

### Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how workers should conduct themselves.
  - ⇒ **The Centre for Child Development Protocol for Working During the C19 Pandemic**, developed by the Protocol team comprising The Centre's Clinical Team and VP Strategy & Performance Management (and OH&S Co-Chair), identified risks and developed rules and guidelines for staff to ensure the highest level of safety possible.
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.
  - ⇒ Each revision of The Centre's Protocol is distributed to all staff as soon as it is implemented. Staff supervisors and VPs are responsible for any training each of the departments may require, specific to that department

### Fourth level protection: Using masks (optional measure in addition to other control measures)

- We have a policy on the use of masks that is appropriate to the workplace, and that is in alignment with orders and guidance from the provincial health officer.
  - ⇒ The Protocol Team is monitoring the guidelines and orders of the BC PHO and Health Canada to continue aligning The Centre's Protocol with their advice.
  - ⇒ Wearing non-medical masks while onsite at The Centre is required for staff as they travel through public areas such as hallways. Further requirements for masks and PPE are outlined in **Sections 1A.2, 3.1, and 3.2**.
- Masks are selected and used appropriately. Signage is available for workers on using masks correctly.
  - ⇒ Generally, and as per **Sections 1A.2, 3.1, and 3.2** in The Centre's Protocol, the wearing of non-medical masks is required for staff as they travel through public areas of The Centre as physical distancing cannot be maintained. However, distancing will be strongly emphasized at all times.
  - ⇒ For in person service, masks and PPE are required to be worn by clinicians who are providing the service. Further, if the service requires the clinician to be within the 6'/2m distance, then they will be required to wear PPE. The use of PPE is outlined in **Sections 3.1 and 3.2**.
  - ⇒ **During the January/February 2022 Omicron wave, staff are strongly encouraged to double mask and links/videos have been shared with staff on how to do this effectively.**
- We have provided workers information on the proper use of masks.
  - ⇒ The directors and/or the VP will review the necessary steps required for donning and removing masks and PPE with staff as per **Sections 3.1 and 3.2**. The links to training videos and information are in **Section 3.1**.

## Measures in Place

A client visit may be required to adjust equipment, provide urgent service for a child, or provide a service that cannot be completed via telehealth and that cannot be delayed. Staff will be required to wear masks and/or PPE in order to provide in-person service as per **Sections 3.1 and 3.2**.

For the appointment:

- ⇒ *When scheduling the appointment, staff are to inform families that if the child or a family member is ill on the day of the appointment, they have the option to switch to telehealth or virtual appointment at the scheduled time.*
- ⇒ *If more than one extra person is attending the session with caregiver and child, please check with the department head. Otherwise, encourage or arrange for extra people to attend virtually.*
- ⇒ *Masks will continue to be mandatory for staff and child/family members.*
- ⇒ *PPE (face shield, gloves, gowns) are optional, however, are strongly recommended if staff will be in contact with the child's bodily fluids. Reference [Point of Care Risk Assessment Guide](#) to help determine if PPE is required.*
- ⇒ *Staff will also observe the family for sniffing, sneezing, coughing or other obvious symptoms. If symptoms are present, staff will need to ask families to go home and reschedule the appointment. Reference [Patient Screening Tool](#) to help assess symptoms.*
- ⇒ *Staff will continue to disinfect all surfaces touched by staff or client's family or guardian after the appointment.*

AT ALL TIMES, Staff are instructed to wash hands or sanitize hands before and after use of masks, before and after appointments, or after touching any surface. Good hygiene practices are promoted through reminders posted in washrooms and at hand sanitizing stations.

## Implement effective cleaning and hygiene practices

- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
  - ⇒ *The Centre has multiple washroom facilities and extra sink facilities throughout sites. Further, hand sanitizing stations are located in high traffic areas and in locations where there are fewer washrooms. Extra sanitizing stations are now in place.*
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
  - ⇒ *Handwashing reminders and instructions are posted in all washrooms. Hygiene posters are located beside the hand sanitizer stations.*
  - ⇒ *The Centre's Protocol outline detailed instructions on handwashing before and after activities in each section.*
- We **are maintaining a clean environment in the workplace through routine cleaning practices.**
  - ⇒ *All high touch areas are cleaned and sanitized daily.*
- Workers who are cleaning have adequate training and materials.

- ⇒ *The professional janitorial services are fully aware of the need to sanitize surfaces; have the appropriate cleaning equipment; and are informed of needs as they arise.*
- ⇒ *Staff are instructed to clean high touch areas after use, e.g., photocopiers, their workstation. Cleaning supplies are available in these areas for their use.*

### Cleaning protocols

*The Centre for Child Development has a contract with a professional janitorial service. Their daily cleaning checklist is outlined by their contract manager and the CFRO and has been modified to increase cleaning in response to COVID-19 government guideline requirements.*

*As per **Section 2.4 Enhanced Cleanliness** for the childcare programs:*

- ⇒ *There is an enhanced cleaning protocol in place for daycare programs. The cleaning will encompass licensing requirements (as per Fraser Health Authority), BC CDC & Ministry of Health Guidelines for Childcare Centres, and additional cleaning determined by VP, Supported Childcare & Director of Childcare & Preschools. The Childcare Daily Cleaning spreadsheet will be managed by the Director of Childcare & Preschools.*
- ⇒ *Major touch points (doorknobs, washroom area, tables, chairs, photocopiers, etc.) are cleaned a minimum of twice each day by childcare staff.*

### Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- ❑ *We have policies in place to support workers in receiving COVID-19 vaccinations to the extent that we are able.*
  - ⇒ *The Centre for Child Development is a community health care service provider and as such falls under the PHO order, dated October 25, 2021. The Centre is in full compliance with this order.*
- ❑ *Employers may implement vaccination policies at their workplace. Employers with vaccination policies have clearly communicated this policy to workers.*
  - ⇒ *The order, as noted above, was communicated to staff in a timely manner.*
- ❑ *Some employers may have rapid Covid-19 point-of-care screening programs or have access to rapid antigen tests. Any such programs are conducted in accordance with BC CDC guidance and clearly communicated to workers as appropriate.*
  - ⇒ *The Centre does not require rapid antigen tests. Staff are reminded frequently to perform self-health checks daily prior to coming onsite, and to send that health check information to the Centre Safety Officer and/or their designate.*
- ❑ *All individuals, including those with symptoms of Covid-19, those who have been in contact with a Covid-19 positive individual, or those who have travelled outside of Canada, must follow the guidance of public health.*

- ⇒ *All staff are reminded of the latest BCCDC and PHO guidance for self-isolation. Should a staff member contract the virus, it is recorded as an incident. Such incidents are tracked by the Centre Safety Officer(s)/OH&S co-chairs like any other workplace injury/incident. Staff information is kept strictly confidential.*
- ❑ Visitors are prohibited or limited in the workplace.
  - ⇒ *Visitors are limited at The Centre. Should in-person service be required, the number of family members is limited.*
- ❑ First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
  - ⇒ *The first aid attendant for The Centre has received the Onsite First Aid Attendant (OFAA) protocols. Further, the OFAA protocols are printed and posted in the first aid room. Most clinicians onsite have their first aid certificates, including Persons in Charge.*
- ❑ We have a working alone policy in place (if needed).
  - ⇒ *As per **Section 1A** of The Centre's Protocol, The Centre's OH&S manual policy and procedures are still in effect and include working alone procedures. However, staff are **encouraged** to work from home as per guidelines cited in **Section 5** of The Centre's Protocol.*
- ❑ We have a work from home policy in place (if needed).
  - ⇒ *Staff are **encouraged** to work from home as per guidelines cited in **Section 5** of The Centre's Protocol. Should a staff member need to work onsite, they will need to follow **Section 1A.3 Scheduling Access**.*
  - ⇒ *Childcare staff will work onsite and follow the Ministry of Health/BC CDC COVID-19 Public Health Guidance for Child Care Settings, dated July 2020.*
- ❑ Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is in place.
  - ⇒ *As per **Section 1A** of The Centre's Protocol, The Centre's OH&S Manual still applies and has procedures regarding violence prevention in the workplace.*

Our policy addresses workers who may start to feel ill at work. It includes the following:

- ❑ Sick workers should report to first aid, even with mild symptoms.
  - ⇒ *No staff member is permitted onsite if they exhibit any symptoms of any kind of illness. Should a staff member begin to feel ill while onsite, they are to contact the **Centre Safety Officer** immediately as per **Section 1A Required Safety Measures**.*
- ❑ Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home.
  - ⇒ *The **Centre Safety Officer** will send anyone home or bar anyone from entering the facility if they show any signs or symptoms of illness per **Section 1A**.*
- ❑ If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
  - ⇒ *All safety measures apply for the care of staff who require first aid. The First Aid room has appropriate masks, gloves and other equipment for attendants to use as required.*
- ❑ Clean and disinfect any surfaces that the ill worker has come into contact with.
  - ⇒ *The Centre's Janitorial Services will be instructed to clean and disinfect the First Aid room if required and any other work area the staff person had visited.*

## Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
  - ⇒ *The Centre's Protocol is shared with all staff members. Further, each revision of The Centre's Protocol is shared with staff as it is implemented to ensure staff are working with the latest guidelines.*
  - ⇒ *VPs and Directors train their staff on the specific requirements for their department. Further, Directors and VPs will train individual staff members on how to work in specific situations, e.g., providing service to a child with complex care needs in a particular setting, as need arises.*
- All workers have received the policies for staying home when sick.
  - ⇒ *All staff receive The Centre's Protocol and each subsequent revision. They are required to read The Centre's Protocol, and if they need to work onsite per **Section 1A**, they are also required to sign a letter of acknowledgement outlining the requirement to stay home if unwell.*
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
  - ⇒ *Signs promoting good hygiene are posted in washrooms and by hand-sanitizing stations. The OH&S Co-Chairs regularly check to determine if further instruction is required and will post signs accordingly.*
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
  - ⇒ *There is signage at the main door that stipulates no entry to anyone who has any symptoms of illness or has a family/house resident who is ill, been in contact with anyone who has travelled within 14 days or has been instructed to self-isolate.*
  - ⇒ *There is also signage that states masks are mandatory unless a person is unable to wear one.*
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
  - ⇒ *The Person in Charge is responsible for ensuring those onsite are well and abiding by The Centre's Protocol procedures as per **Section 1A**.*
  - ⇒ *The OH&S Co-chairs will likewise ensure one or the other is available to assist.*

## Step 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
  - ⇒ *The Protocol Team reviews government guidelines regularly and will determine whether they are applicable to The Centre and will develop a new revision of The Centre's Protocol when required.*

- ⇒ *The Centre Safety Officer, as per **Section 1A**, will monitor staff while onsite. The OH&S Co-chairs will assist.*
- ⇒ *The Director of Child Care will monitor the safety of the children and the childcare staff during the program's operating hours.*
- Workers know who to go to with health and safety concerns.
  - ⇒ *All childcare staff are instructed to contact their Director if they need to per **Section 2.3**.*
  - ⇒ *All SCD support workers are instructed to contact their department head or the emergency phone number should they require assistance per **Section 2.5**.*
  - ⇒ *All other staff working onsite are instructed to contact the Centre Safety Officer at any time they have concerns or require assistance per **Section 1A**.*
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).
  - ⇒ *The OH&S Co-chairs are involved in the review and development of these Safety Plans. All staff are encouraged to provide feedback to the Co-chairs, their directors and/or VPs, and the VP of Strategy & Quality Improvement.*

## Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- We have a training plan for new staff.
  - ⇒ *All new staff will be trained on the requirements of their department by the department's Director. The training will include The Centre's Protocol.*
- We have a training plan for staff taking on new roles or responsibilities.
  - ⇒ *All staff will be updated on their tasks and responsibilities by their direct supervisors as need arises.*
- We have a training plan around changes to our business, such as new equipment, processes, or products.
  - ⇒ *The Centre executive team is monitoring requirements, modifying processes and procedures for working from home, and ensuring all services are delivered to standards set by various regulatory authorities.*
  - ⇒ *The executive team created robust step-by-step training document, **Remote Work Guidelines**, detailing new remote working procedures, hosted multiple online trainings sessions to guide staff and demonstrate new remote work processes and technologies, and multiple reference documents created for both therapists and clients for virtual meetings and therapy sessions.*
  - ⇒ *The executive team will review, create, update, and continue to train staff on service delivery and procedures as they change and as required.*
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
  - ⇒ *N/A*
- We have identified a safe process for clearing systems and lines of product that have been out of use.
  - ⇒ *N/A*