



COVID-19 PANDEMIC RESPONSE PLAN

For all Ark Christian Youth Centre Employees, Board Members, Volunteers
Date: June 30, 2020

Rev.	Date	Description	Prepared by	Verified by	Approved by
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Please note all new information or updates will be **highlighted** in yellow.



1. PROCEDURES SUMMARY FOR ALL

Until further notice all employees, board members, volunteers, and related parties are being strongly encouraged to:

- Maintain ongoing communication with the Emergency Response Team on any issue, question or concern related to COVID-19.
- Apply remote work policy (home office)
- Maintain safe distance of at least 2 meters (6 ft.) from other persons.
- Hold meetings using phone call or video-conference.
 - If an in-person meeting is necessary,
 1. Limit the number of meeting attendees (for example, limit meetings to a maximum of 6 people)
 2. Participants should exercise recommended practices for reducing the risk of transmission as identified by the Centers for Disease Control and Prevention, Health Canada and the World Health Organization. These include:
 - Avoid touching your eyes, nose and mouth,
 - Cough or sneeze into a tissue or the bend of your arm, not your hand,
 - Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards,
 - Clean and disinfect frequently touched objects and surfaces, use alcohol-based hand sanitizer if soap and water are not available or not possible,
 - Do not share personal items or supplies such as phones, pens, notebooks, PPE, iPad, etc.
 - Refrain from shaking hands with others,
 - Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing or sneezing,
 - Ensure physical distancing (at least 2-metre / 6 feet distance) between individuals.
- Postpone personal travel to a later date.
- Respect protection measures recommended by Health Canada.



2. COVID-19 EMERGENCY RESPONSE TEAM

2.1 Objectives

The Emergency Response Team (ERT) is made up of The Ark employees and The Ark's Board of Directors whose responsibilities include:

- Organizing emergency measures, managing their operations and communicating decisions;
- Protecting employees, volunteers, and their families' health and safety;
- Assuring business continuity and mitigating impacts on our operations.

2.2 Contact information

COVID-19 Emergency Response Team:

Tom van Spronsen –Emergency Response Team Leader
Laurelle Allen –Emergency Response Team Deputy Leader

For any questions on The Ark Christian Youth Centre's procedures and policies, report that you have been in contact with an infected person, or if you have been diagnosed with COVID-19: write to tomvs@successmanagement.ca.

3. PROTECTION MEASURES

3.1 Basic rules

For the time being, the Public Health Agency of Canada (PHAC) recommends adopting the same basic respiratory hygiene measures applicable to the prevention of seasonal infectious diseases like influenza and the common cold.

These recommended hygiene measures include:

- Maintain safe distance of at least 2 m between individuals at all times.
- Washing your hands as frequently as possible;
- Avoid touching your eyes, nose and mouth;
- Cover your mouth and nose when you sneeze or cough;
- Avoid hugs and handshakes; instead, opt for a friendly elbow bump;



- Do not share personal items such as phones, pens, etc.
- Avoid using personal items such as water bottles, coffee cups, drinking glasses, kitchen utensils, etc.
- Clean all objects and surfaces you handle regularly, such as door knobs, keyboards, and phones;
- Avoid crowds or large groups of people, as well as contact with people exhibiting flu-like symptoms such as sneezing and coughing.

3.2 Regular cleaning of equipment/facility

Properly clean offices, shared equipment, and other shared facilities. The frequency of cleaning each work area and surface depends on the number of people who use it, the duration of use, and the presence of any objects which people might handle with their bare hands. Examples of surfaces that should be cleaned daily include equipment, booth tables, counters, battery chargers, shared recreation equipment/tables, and shared tools.

“High-touch” surfaces should be cleaned and disinfected every work shift. Maintain sanitizing/cleaning log times (dates and time).

Some examples of high-touch surfaces include:

- Doorknobs and push bars
- Coffee makers and water dispensers
- Shared phones
- Handrails
- Toilet flush handles
- Refrigerator door handles
- Conference/meeting room surfaces (for example, tabletops, chairs, PC cables, markers) and telephones
- Copiers and Printer
- Personal keyboards, offices, phones, and small personal tools are frequently used only by one or two people; therefore, they may be cleaned less often

3.3 Disinfectants and sanitizers

The Ark Christian Youth Centre has decided to provide sanitizing station at the entrance of the building as part of our overall measures to ensure the health of all employees, board members, volunteers, and participants.



3.4 Additional measures for toilet facilities

The posting of an effective hand-washing method, like the one recommended by the World Health Organization, is mandatory at all times. Place these hand-washing information signs near toilets and break rooms. Information on healthy hygiene habits will continue to be communicated, and the recommended signage should be posted.

1. Soap / paper towel dispensers, should be checked frequently. Place additional temporary soap dispensers in locations where it often runs out, or where fixed dispensers don't work properly.
2. Place a garbage bin near the toilet's exit doors to encourage people to use a paper towel to open the door. If necessary, set up a separate supply of paper towels near the exit door.
3. Place paper towel dispensers near high-touch surfaces such as, kitchen and lobby counters and other locations with shared high-touch surfaces.

3.5 Access Preventive Measures

Main measures to be taken with employees, board members, volunteers, and visitors who carry out activities in The Ark Facility:

1. All visitors, employees, board members, volunteers should disinfect or wash their hands.
2. Access is limited and restricted to entrances. No traffic without permission. If any of the first three answers on the signage is "Yes", no entry is permitted to the site.
3. Social distances are to be respected (2metres/6feet).

4. WORKPLACE POLICIES

4.1 Work from home policies

Our objectives are to ensure safe business continuity, minimize impacts on our programs, continue to serve our clients, and protect the health and safety of our employees who remain on the front lines.

In practical terms:

1. Offices remain open part time.
2. If you are at home, you can work as though you were at the office –but virtually.



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3. Take part in meetings via videoconferencing or phone, or in groups of no more than 6 persons.
4. Remain available to your colleagues, Board members, volunteers, and clients.
5. If unexpected personal circumstances should impact your short-term availability, please contact the Board Chair as soon as possible.

4.2 Travel and self-isolation policy

We ask you to take the following measures regarding future travel. Note that these measures will apply until further notice.

- **Travel restrictions:**
 - To limit the spread of COVID-19, the Government of Canada advises to avoid all nonessential travel outside of Canada until further notice.
- **Business travel:**
 - All non-essential business travel is cancelled until further notice. Business trips are considered essential when they are critical to business operations.
 - If you are currently travelling abroad, you will be required to work from home upon your return for a period of 14 days, and to monitor and report any symptoms of COVID-19 infection (fever, cough, shortness of breath).
- **Attendance at external professional events**
 - If you were scheduled to take part in an external event to take place before September 1, 2020 –as an attendee or speaker –please cancel your participation.
- **External education/training sessions**
 - If you were scheduled to take part in an external training/educational activity, please postpone or cancel this activity.
- **Personal/leisure travel**
 - If you are returning from outside Canada, please complete the Preventive Measures -Coronavirus (COVID-19) Questionnaire regardless of where you have been. You will be required to work from home for 14 days following your return to monitor and report any symptoms of COVID-19 infection (fever, cough, shortness of breath). If your job function does not allow you to work from home, please discuss the situation with management.



5. INTERNAL GUIDELINES AND MITIGATION MEASURES

5.1 Access to the workplace policy

- Mandatory STOP at the entrance of our building. Everyone entering our facility will be asked by a Stop sign to remain outside of the building and to call a COVID 19 responsible contact (administrator). If they answer “Yes” to one of the questions, entry into the facility will not be permitted.

- **Workers exhibiting COVID-19 like symptoms**

If an employee is exhibiting COVID-19 like symptoms they MUST remain at home and contact the Board Chair for further instruction.

- **Determining whether an employee can return to work following a preventive leave**

If an employee declares an infection before returning to the workplace, the Board Chair must request a medical authorization before reinstating that employee into the workplace.

If an employee came to work while infected, the employer is also required to contact public health authorities to obtain the proper site decontamination and case management measures.

5.2 Positive COVID-19 test

If you were exposed to a person who has tested positive for COVID-19, or if you yourself tested positive, immediately notify the members of the Emergency Measures team (tom@hendersonroofing.com), and stay home.

5.3 Return to Work after quarantine

Anyone who has completed their quarantine (voluntary or forced) and does not have or no longer exhibits any symptoms of COVID-19 must complete the COVID-19 declaration form before returning to the workplace to ensure the health and safety of everyone.



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6. ABOUT COVID-19

6.1. Current situation

On March 11, 2020, the World Health Organization (WHO) assessed COVID-19 as a pandemic.

At this time, the public health risk associated with COVID-19 is low for the general population in Canada but this could change rapidly. There is an increased risk of more severe outcomes for Canadians:

- aged 65 and over
- with compromised immune systems
- with underlying medical conditions

The Public Health Agency of Canada continues to reassess the public health risk, based on the best available evidence as the situation evolves. Global efforts are focused on containment of the outbreak and the prevention of further spread.

6.2. Resources

COVID-19 information: 1-833-784-4397 orphac.info.aspc@canada.ca

Public Health Agency of Canada website

Center for Disease Control website (USA)

World Health Organization website (worldwide)