

## YMCA of Orange County Worksite Specific Protection Plan

At the YMCA of Orange County, everything we do is guided by our commitment to serve the community, no matter the challenge we face. In mid-March, 2020, the COVID-19 pandemic caused a complete change to our operation. We have developed this plan based on recommendations from the CDC, Orange County Health Care Agency (OCHCA), Los Angeles County Department of Public Health (for programs based in LA County), Department of Social Services Community Care Licensing Division (DSS CCL), YUSA and front-line experience developed since mid-March operating 12 centers safely serving up to 370 kids per day. As of April 2021, the YMCA has opened our facilities for both indoor and outdoor operations, kid zone centers, group exercise classes, youth sports, specialty camps, and swimming. Child and Youth Development is now operating our before and after school enrichment program and Summer Day Camp at 63 centers in Orange and LA counties. Y Inclusion has continued to provide 1:1 aides for children with special needs and New Horizons has continued to provide services to members, although the outings that have been deemed high risk and overnight trips have been suspended.

### Persons Responsible for Implementing the Plan

YMCA of Orange County: [Dolores Daly](#), COO

Fullerton Family YMCA: [Rikki Bains](#), Executive Director

Huntington Beach Family YMCA: [Joseph Jimenez](#), Associate Executive Director

Newport Mesa Family YMCA: [Beth MacAller](#), Executive Director

Laguna Niguel Family YMCA: [Joseph Jimenez](#), Regional Executive Director

Mission Viejo Family YMCA: [Amelya D'Alba](#), Executive Director

South Orange County Child Care Locations: [Kaycee Martin](#), Director of Operations

North Orange County Child Care Locations: [Dorain Cassell](#), Director of Operations

Camp ELK: [Jim Emery](#), Camp Director

Programs for Special Needs Populations: [Lee Lombardo](#), Associate Executive Director

## Employee Training & Communication

### Training:

Upon returning to work, all YMCA employees are trained on the following topics as recommended by [CA Department of Public Health and OSHA](#):

1. Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
2. Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
3. The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
4. To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.
5. The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
6. The importance of physical distancing, both at work and off work time
7. All employees will be provided masks upon request.
  - a. Face coverings do not protect the wearer and are not personal protective equipment (PPE).
  - b. Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - c. Employees should wash or sanitize hands before and after using or adjusting face coverings.
  - d. Avoid touching eyes, nose, and mouth.
  - e. Cloth face coverings should be washed after each shift.
8. Information on employer or government-sponsored leave benefits the employee may be entitled to receive.

### Communication:

Employees will receive comprehensive information and checklist through our Human Resource Information System (HRIS) which will include the following:

- Guidelines for all employees
- CDC guidelines for high-risk employees
- Employee Expectations
- Personal Protective Equipment Requirements
- Best Practices for All Employees to Avoid Covid-19
- Individual Control Measures & Screening Protocols
- Cleaning & Disinfecting Protocols

- Social Distancing Protocols and recommendations
  - Frequently Asked Questions and Responses for employees and managers
  - Covid-19 Acknowledgement Agreement/Waiver
2. Employees will sign and date to acknowledge receipt of these communications/trainings and are encouraged to seek clarification with their supervisor or Human Resources should they have questions.
  3. Any changes to policies, procedures or protocols will be communicated in writing through our HRIS system, e-mails and/or staff meetings.

### Compliance Process

The YMCA has two dedicated employees in the Quality Assurance (QA) Department. QA developed a Safety and Quality Audit to check for compliance at each facility. The following will be implemented to ensure ongoing compliance:

- A. Childcare and Fitness Facilities Compliance Protocol:
  - a. Executive Director/Site Director must complete a self-audit prior to opening with results submitted to the QA Department and any deficiencies immediately corrected.
  - b. If an audit results in a failing score, a plan of corrections is due within 24 hours. All areas of "not met" must be corrected before the follow-up visit, which will occur within 5 business days. Any items that need immediate action will be brought to the attention of the Director for correction on the spot.
  - c. QA will conduct in person audits and submit to leadership for review. Any deficiency will be documented and a Plan of Correction (POC) will be due within 24 hours of receipt of audit.

The QA Department will continue to check state and OCHCA notices about the spread of COVID-19 in the area and adjust operations accordingly.

### Process to Manage and Report Possible and Confirmed COVID-19 Cases

YMCA has implemented the following process to manage and report COVID-19 cases as recommended by the CDC-[Interim Guidance for Childcare Programs](#) and adapted to fit health and wellness centers.

Staff informs supervisor they were exposed to someone with confirmed COVID.

1. Supervisor informs Director of Ops (Branches) or Executive Director (CYD) and QA of staff notification.
2. Supervisor needs to gather the following in writing:
  - a. Determine if the staff member exposed is fully vaccinated.
  - b. What was the last date you had close contact with confirmed case?
  - c. How long were you with the individual? More than 15 minutes?

- d. Were you inside or outside?
- e. Did you maintain at least 6 feet of physical distance at all times?
- f. Were they wearing masks and were you wearing a mask?
- g. Did they share any items? Phone, pens, utensils, glassware, food?

As information is gathered. Please check four criteria. If you answer yes to ALL of these questions the OCHCA considered this to be low risk exposure. If the staff member is fully vaccinated, OCHCA also considers it low exposure.

- a. Was contact under a cumulative 15 minutes?
- b. Did they practice social distance of 6 feet?
- c. Was everyone wearing masks?

Regardless of vaccination staff member does not have to quarantine but needs to monitor for illness.

#### Guidelines for managing COVID-19 cases.

Encourage sick employees to stay home if they have symptoms of acute respiratory illness.

- If an employee shows up to work or becomes sick during work hours, separate them and send them home.
- Encourage sneezing and coughing etiquette and hand hygiene by all employees.
- Social distance of at least 3 feet while eating.
- Perform routine cleaning of all frequently touched surfaces in the workplace, desks, phones, tables, doorknobs, etc.
- Communicate with supervisor and Quality Assurance if and when support is needed.

#### **Staff who should isolate: Positive Test Results (Continue Guidance from OCHCA)**

Everyone, regardless of vaccination status, previous infection or lack of symptoms.

- Stay home for at least 5 days after start of symptoms (of after date of first positive test if no symptoms).
- Isolation can end after day 5 if symptoms are not present or are resolving and an antigen test collected on day 5 or later is negative.
- If unable to test, choosing not to test, or testing positive on day 5 (or later), isolation can end after day 10 if fever-free for 24 hours without the use of fever-reducing medications.
- Per OCHCA masking guidance, infected persons must wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.

#### **Close Contacts: No Quarantine (New Guidance from OCHCA April 2022)**

Everyone, regardless of vaccination status. Staff infected within the prior 90 days do not need to be tested, quarantined, or excluded from work unless symptoms develop.

- Test within 3-5 days after last exposure for all close contacts. Email test results to [covidquestions@ymcaoc.org](mailto:covidquestions@ymcaoc.org).
- Per OCHCA masking guidance, close contacts must wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk.
- Symptoms develop, test, stay home and notify supervisor and [covidquestions@ymcaoc.org](mailto:covidquestions@ymcaoc.org).
- If test result is positive, follow isolation guidelines above.

When reporting positive case and close contacts, please fill out the attached excel spreadsheet completely and send to [covidquestions@ymcaoc.org](mailto:covidquestions@ymcaoc.org).

- Supervisors please continue to send email communication letters to staff and families (i.e positive, close contact or low exposure notice).

Every home in the United States is now eligible for an additional 3<sup>rd</sup> round of test kits. An order includes a total of 8 tests, shipped in two separate packages that contain 4 tests each. Testing, along with vaccinations and masking, help to reduce the chance of spreading of COVID-19 and its variants.

To order the free tests and for more information about COVID-19, please visit the government's [COVID-19 Testing and Resource Website](#)

### **Supervisor gets notification of Positive COVID results from a staff member.**

1. Supervisor informs Executive Director (Branches) or Executive Director (CYD, YCS)) and QA of staff notification. Notify QA at [covidquestions@ymcaoc.org](mailto:covidquestions@ymcaoc.org).
2. Supervisor needs to ask and collect the following in writing:
  - a. Collect staff name, date of birth, address, phone number and email address.
  - b. Collect test date, kind of test and results if you have it.
  - c. Is this staff member vaccinated? Card uploaded to Paycom?
  - d. What YMCA room(s) was the exposure?
  - e. Have specific CYD location and/or branch name and address
  - f. Date of onset of symptoms.
  - g. What symptoms experiencing?
  - h. Have you come into contact with individual tested Positive within the last 14 days? If so, what date(s)?
  - i. Have you been vaccinated and are 14 days past final vaccination?
  - j. Does your household have contacts that are symptomatic?
  - k. Does your household have any contacts that have tested positive for Covid 19?
  - l. Dates and shifts worked in the last week.
  - m. Did staff wear a mask at all times while at work or on breaks?
  - n. Names of any staff/members that came into contact with for more than 15 minutes, under 6 feet distance.
  - o. Pull Core/DCW/Paycom reports to get the total number of unduplicated staff and members in the building during employee's shifts, with phone numbers, addresses and email.

### **CYD and Inclusion**

- Identify and collect all low exposure and close contact exposure groups and send to Quality Assurance. Notify QA how many low exposure letters were sent.

- Notify school principal/district by phone or email same day of positive child/staff case and any pertinent information necessary.
- QA will Report to OCHCA and get guidance.
- Supervisor to add positive Covid case in YMCA portal and report to district.
- Notify families via phone and email with letters from YMCAOC, OCHCA, and guidance on quarantine if case included close contact group. This should be done as soon as possible after speaking with Quality assurance. OCHCA has recommended YMCAOC can notify families and staff prior to receiving their guidance letter.

## **CYD Vaccination/Testing Requirements**

As of Monday, October 11, 2021, all CYD staff are required to upload and/or provide a copy of your vaccination card to your supervisor. Or register for the weekly testing. The YMCA of Orange County will be working with Ambry Genetics in conjunction with Orange County Health Care Agency to do mail in saliva tests. The YMCA of Orange County will be notified when test have been received and if there are any positive results. Supervisors will be required to monitor this process weekly and ensure staff who are not in compliance are not scheduled to work. QA/HR oversee will monitor the Ambry Genetics site. If a staff member tests positive the same process above will apply.

*\*Send any questions, comments, or concerns in relation to a COVID-19 exposure or case to [covidquestions@ymcaoc.org](mailto:covidquestions@ymcaoc.org).*

### Report to OCHCA

Quality Assurance reports the following information to OCHCA:

- Name, home address, phone number, email, and DOB of positive case
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### **Child Youth Development (Staci or Carol)**

1-800-564-8448 press option #2

[CCICOVIDSchools@ochca.com](mailto:CCICOVIDSchools@ochca.com)

Monday-Friday 8am-5pm

### **Branch Operations (Carol or Staci)**

Reporting Link: [https://spot.cdph.ca.gov/s/?language=en\\_US](https://spot.cdph.ca.gov/s/?language=en_US)

Emergency 1-714-834-8088, ask to speak with On Call Nurse, provide message.

### **Leadership/QA & HR Communication**

Communication emails will be sent from QA with guidance from OCHCA to all low exposure, close contacts and positive staff and member cases. Quarantine guidelines are sent as well.

Executive Directors/Supervisors to manage staff and member emails, phone calls and mail out letters as needed once messaging is finalized by Quality. A Covid-19 Positive case may discontinue isolation, and return to work, if they meet all of the following criteria

QA/HR Support for Confirmed and Exposure Cases:

- 1) Track potential exposure and active cases on YMCA internal portal
- 2) Report all positive cases to Insurance within 3 days
- 3) Ensure employee has been placed on LOA
- 4) Work with direct supervisors on communication to staff prior to returning to work

Staff/child calling or sent home sick:

If a staff, child participant or member calls out or is sent home sick:

- Contact supervisor if it is more than one symptom or you think it could be Covid related.
- Ask if staff/children/member has a history of asthma, allergies, or other underlying health issues that could cause them to be ill.
- Find out what symptoms they have (fever/chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting or diarrhea).
- Regardless of Covid symptoms, cold symptoms, flu like symptoms, etc... The recommendation from the CDC is to be symptom free for 24 hours before returning to work or school. YMCA may request a doctor's note to return to work if absent 3 days or more due to illness.
- Program Directors will contact HR/QA if they need guidance on a case by case basis.
- If staff, child/member is a confirmed Covid-19 Case notify HR/QA immediately so we can report and receive guidance from OCHCA or LACHD.
- We recommend contacting your physician or Teledoc if you are experiencing Covid symptoms.
- For all cases involving children, ensure you are following your specific school districts sick policy.

### **Individual Control Measures & Screening Protocols**

**All YMCA Staff have been asked to complete the Covid 19 Vaccination Self Attestation form in Paycom.**

1. CYD - All employees and participants must complete a health check upon arrival including a no-touch temperature check and symptom screening. Anyone with a temperature over 100.4+ or is symptomatic will not be admitted to the facility, center or program. If an employee or participant refuses a health check, they will not be admitted to the enter or program. Self-symptom screening will consist of a sign posted at the entry way of the facility reminding members to not enter if they answer

yes to the following questions; are you experiencing difficulty breathing, shortness of breath, a cough, sore throat and/or loss of taste or smell?

- a. Have you had a fever, vomiting or diarrhea in the last 24 hours?
  - b. Have you been in close contact with a confirmed case of COVID-19 case while not using PPE?
2. All employees and members will be encouraged to use hand sanitizers upon entering the facility or childcare center.
  3. Members should enter through doors that are propped open or automated, if possible. Hand sanitizer will be made available for staff and members who must touch door handles.
  4. Face masks are no longer required for members walking in, out or throughout the fitness facility, going from machine to machine, talking to other staff members, getting sanitizing supplies, and before and after class.
  5. Employees will be trained and reminded to wash hands often with soap and water for 20 seconds on a regular basis and additional key times;
    - a. Before and after cleaning and disinfecting
    - b. After contact with a person who is sick
    - c. After blowing one's nose, coughing or sneezing
    - d. After using the restroom
    - e. Before and after eating or preparing food
    - f. Before and after providing routine care for another person who needs assistance (e.g., a child)
  6. Prior to participation in any YMCA programs, members or guardians of minors must sign the COVID-19 Waiver. If the member or guardian of a child chooses not to sign the waiver, the YMCA cannot allow access or participation in any program.

### Cleaning and Disinfecting Protocols

Normal routine cleaning with soap and water and approved cleaners will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure. Frequent disinfection using [EPA-approved disinfectants](#) or soap and water of surfaces and objects touched by multiple people is important. The YMCA will implement the following steps to ensure proper cleaning and disinfecting throughout all facilities, childcare centers and program space.

1. Employees will clean surfaces using soap and water or EPA approved cleaning products, then use disinfectant. Cleaning with soap and water or cleaning products reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.

2. Each facility, childcare center or program space will develop a site-specific cleaning schedule that is based on a routine cleaning of frequently touched surfaces. Additional frequent cleaning and disinfection may be required based on level of use.
  - a. Site specific cleaning schedules will include regular on-going cleaning, doorknobs, desks, tablets, exercise equipment, countertops, handles, toilets, faucets, sinks, light switches, desks, phones, keyboards, etc.
  - b. Members in our fitness facilities will be engaged to take part in keeping themselves safe through signage and verbal reminders to disinfect exercise equipment before and after each use. Disinfecting wipes/ cleaning supplies will be made available throughout the fitness facilities.
  - c. Employees will use a sanitizing wipe on the clock in and out tablets or laptop before and after each use.
  - d. Employees responsible for cleaning and disinfecting are required to utilize the YMCA cleaning checklist to ensure timely and proper cleaning protocols. A copy of all checklists must be maintained and available at each facility to be reviewed by the QA department when requested.
3. For soft surfaces such as carpeted floor, rugs, window coverings and soft toys
  - a. Employees will clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
  - b. Employees will disinfect with an EPA-registered disinfectant.
  - c. Employees will vacuum as usual.
4. The YMCA will ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors. The YMCA will not open windows and doors if doing so poses a safety or health risk (for example, excessive heat wave that can lead to additional health issues) to individuals using the facility.

### Physical Distancing Protocols

*Please see Teams file: Marketing & Communications Materials*

1. The YMCA will implement a reservation system for group exercise classes, lap swimming lanes and (childcare in the health & wellness centers) to limit the amount of time spent in the health & wellness facilities.
2. Plexiglass partitions have been installed at membership desks in fitness facilities where maintaining physical distance of six feet is difficult.
3. Any area where members or employees typically gather should also be clearly marked for appropriate physical distancing. This includes group exercise rooms, yoga rooms, waiting areas, lobby area, restrooms, elevator lobbies, waiting areas, and any other area where people congregate.
4. distancing guidelines as recommended by [CDSS PIN 20-06-CCP](#) :

- a. School age children will remain in groups as small as possible not to exceed a 1:14 ratio. Please note for any program that operates out of Los Angeles County, then the ratios should not exceed 1:12 ratio.
- b. Toddler group will remain in groups not to exceed a 1:6 ratio.
- c. The YMCA will extend the indoor environment to outdoors, and bring groups outside, weather permitting.
- d. Child's belongings will be separated and in individually labeled storage containers, cubbies, or areas and taken home each day and cleaned, if possible.
- e. Employees will open windows to ventilate facilities throughout the day.
- f. Employees will role-play, create or find a scripted story around social distancing as well handwashing, proper etiquette for sneeze, coughs, etc.
- g. Employees will give frequent verbal reminders to children.

#### CYD and Children Transportation:

- YMCA staff will check bus cleanliness prior to boarding.
- Board the bus from back to front.
- Unload the bus from front to back.
- No eating on the bus.
- Windows open when possible, to allow air flow. Follow safety standards on bus.
- Follow all safety protocol and capacity limits established by bus company.
- YMCA to provide wipes and Hand sanitizer available.

#### YCS

- YMCA staff will clean and disinfect all YMCA vehicles before and after trip.
- No eating unless medically necessary.
- No drinking unless medically necessary, and only water.
- Windows open when possible, to allow airflow. Follow safety standards on bus.
- YMCA to provide wipes and Hand sanitizer available.
- Board the bus from back to front.
- Unload the bus from front to back.
- Limit trip times as much as possible.

#### Adventure & Family Guidelines

The YMCA staff and members of Adventure Guides program will follow all Covid-19 regulations of each venue they attend.

## Outdoor Fitness Activities:

In addition to operating our indoor fitness operations, outdoor fitness operations can still continue. In an effort to provide a safe space outside, facilities will ensure the following;

- a. All health and fitness facilities, equipment and operations meet applicable state and local codes.
- b. All facilities space outside is appropriate for the class activity. (Cycle, Strength, and Cardio)
- c. Barricades will be installed around the perimeter if located in any area where cars are adjacent to the outdoor fitness area.
- d. Canopies/tents will provide and properly secure shade for the staff and members. Side panels will not be used in order to maintain proper air flow underneath canopies/tents.
- e. Air Quality: Management will take proactive steps to ensure the health and safety of all our program participants. Modified schedules will be enforced if experiencing poor air quality.
- f. Personal Exercise Space and Exercise classes will allow for sufficient space for safety.
- g. Must adhere to posted area capacity.
- h. Posting of Policies regarding use of outdoor area are clearly posted and enforced.
- i. Age Guidelines are established and enforced. Children in exercise areas – for their health and safety, young children under the age of 14 are not permitted in the strength training and cardio vascular areas. Children under 12 are not allowed in group exercise classes unless specifically noted as a youth group exercise class. Children 11 and under need to be checked into Kid Zone.
- j. Point of Entry/Exit of outdoor space will be clearly identified
- k. ADA entrance/exit will be clearly marked
- l. Use of outlets, extension cords and power strips used properly (covered with no slip or trip hazards)
- m. Adequate hand sanitizing and disinfecting stations, as well as trash cans made available outside
- n. System to monitor heat temp with equipment outside
- o. EAPs are updated and posted properly including exit routes changes
- p. Security cameras will be installed/moved to capture the high traffic areas
- q. First Aid Stations and AEDs will be designated to be easily accessed from outside areas
- r. Adequate water is available
- s. All pathways are clear and present no slip or trip hazards
- t. All cleaning logs are updated
- u. Restrooms are accessible and ADA compliant
- v. All training of staff is documented for staff
- w. Conduct bi-weekly self-audits and submit to QA.
- x. Music levels for Group X classes are appropriate
- y. Temperature and Relative Humidity (Heat Index below): Exercise areas will have a temperature range between 60-89 degrees Fahrenheit. Outdoor classes will not be scheduled during temperatures exceed 89 degrees Fahrenheit. During temperatures exceeding 90 degrees in work out areas, identified by outdoor thermometers, outdoor workout areas will be closed. Pools may remain open. Staff will be trained and will

monitor for heat related illnesses and symptoms (heat cramps, nausea or vomiting, weakness, fatigue, headache)

