



YMCA of the Blue Water Area Coronavirus Action Plan

The coronavirus (COVID-19) outbreak has impacted businesses across a variety of industries, forcing them to rethink their daily operations to ensure the safety of their employees and the general public. This is no different for service organizations, where multiple workers may come into contact with innumerable members visiting the organization throughout the workday. In these instances, just one misstep can lead to the quick spread of COVID-19, jeopardizing the well-being of employees, volunteers, members, program participants and vendors.

To help slow the spread of COVID-19 and other diseases and safeguard our staff, the YMCA of the Blue Water Area has created an action plan for responding to COVID-19. This plan, based on Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of managers and employees, and outlines the steps YMCA of the Blue Water Area is taking to address COVID-19.

RESPONSIBILITIES

When it comes to ensuring a safe workplace during the COVID-19 outbreak, both managers and employees have their role to play. The following is a breakdown of the responsibilities for YMCA of the Blue Water Area leadership and staff.

Managers and Supervisors

YMCA of the Blue Water Area leadership, including managers and supervisors, should familiarize themselves with the details of the action plan. Above all, leadership must be prepared to answer questions from employees and set a good example by adhering to the guidance prescribed in the plan. This involves practicing social distancing and good personal hygiene.

Employees

Employees play a critical role in YMCA of the Blue Water Area's COVID-19 prevention efforts. To protect everyone in the organization, the YMCA of the Blue Water Area has a number of general best practices employees should follow:

- **Understand the signs and symptoms of COVID-19, and stay home if you are feeling sick**—Any employee who is experiencing symptoms of COVID-19 (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills or fatigue) should stay home. Individuals experiencing such symptoms should also be instructed to consult guidance from the CDC on seeking medical care.
- **Practice good hygiene**—Employees should clean their hands often, either with an alcohol-based hand sanitizer or soap and water. Hand sanitizers should contain at least 60%-95% alcohol, and employees should wash their hands with soap for at least 20 seconds. In addition, employees should avoid touching their face and cough into their

arm.

- **Practice social distancing**—Social distancing is the practice of deliberately increasing the physical space between people to avoid spreading illness.

For specific employee safety protocols, click [here](#).

Pandemic Response Team

The pandemic response team is a cross-functional team that recommends and oversees workplace protocols to control the spread of COVID-19. The team will include the following roles:

- **President/CEO** — responsible for the YMCA's overall action plan and is responsible for working with company stakeholders and relevant health and safety bodies to manage this action plan.
- **Virus prevention and protocols lead** — Business Office Manager is responsible for recommending and developing protocols to ensure the wellness of all employees. They are also tasked with overseeing procedures for isolating employees should they become sick at work.
- **Sanitization and disinfection lead** — Sr. Director – Facilities, IT and Food Programs manages logistics related to daily and periodic sanitation and disinfection efforts. Their responsibilities include ensuring that routine cleanings are completed and that the necessary cleaning supplies are readily available.
- **Communication lead** — President/CEO is tasked with managing any and all pandemic-related communications. They will work with human resources and internal communication stakeholders to ensure COVID-19 training is completed and that employees and their managers understand their role in preventing the spread of the disease. Will provide COVID-19 related updates as needed.

YMCA OPERATION PROTOCOLS

In order to keep staff safe and prevent the spread of COVID-19, YMCA of the Blue Water Area requires the following workplace protective measures:

General Safety Policies

- Employees, members, program participants and volunteers who exhibit signs or symptoms of COVID-19 will be asked to leave the YMCA, and will be asked not to return to the Y until they have been:
 - Fever (without aid of medication) free for 24 hours AND 10 days since symptoms first appeared or since swabbed for a test that yielded a positive result AND other symptoms have improved.
 - OR you have received a negative COVID-19 test OR a doctor's note indicating an alternative non-COVID-19 diagnosis.

- There will be designated supervisor on duty at all times when the building is open. The manager on duty will be posted along with their contact information at the Welcome Center.
- Access to handwashing stations and alcohol-based hand sanitizers will be provided to employees, members, volunteers and vendors. Hand sanitizing stations are located at the entries and at key points throughout the building.
- Protective barriers will be installed at public locations to promote employee and customer safety.
- Employees can voice COVID-19 concerns by contacting their supervisor, the Business Manager, or using the hotline at extension 154.
- YMCA of the Blue Water Area may change open business hours to perform more frequent cleanings.
 - Child Care and Camp operate 6:30 AM to 6:00 PM
 - The main YMCA facility will initially operate as follows:
 - Monday-Friday: 6:00 AM – 7:00 PM
 - Saturday: 7:00 AM – 2:00 PM
 - Sunday: Closed
- YMCA of the Blue Water Area will limit the number of members allowed in our YMCA at any one time based on the executive orders in place at the time.
- In order to protect staff when working around members, YMCA of the Blue Water Area may provide:
 - **Gloves**—Employees may contract COVID-19 by touching contaminated surfaces and then touching their face. Gloves are an effective way to prevent COVID-19 from getting on an employee's skin. They are also a good reminder for employees not to touch their face.
 - **Face masks**—Viruses can be transmitted through the mouth via tiny viral particles known as aerosols. Face masks can help protect employees from these particles.

Protocols for Employees

To ensure safety at YMCA of the Blue Water Area, employees will be asked to:

- Employees should self screen at home using the Sparrow Hospital Application prior to leaving for work for any of the following symptoms: if currently suffering from any of the following, stay at home: fever (above 100.4 F), chills, cough, shortness of breath or difficulty breathing, sore throat, muscle pain, new loss of smell or taste, employee should notify their supervisor and stay home if they are experiencing COVID-19 symptoms.
- Employees will be screened upon arrival. They will need to show the green check from the Sparrow application and have their temperature taken. Person performing health

checks will complete the Employee Log-In form. An employee with a fever of 100.4 F or more upon arrival will be sent home and instructed to follow protocols.

- Avoid gathering when entering and exiting the YMCA. Employees should also only enter and exit designated areas
 - Child Care employees will check in via the child care office
 - All other employees will check in at the main entrance
- Stagger lunches and breaks to limit the number of individuals congregating. YMCA of the Blue Water Area may divide crews to reduce the number of workers in the organization at a given time.
- Limit close contact with others, maintaining a distance of at least 6 feet when possible. Employees are encouraged to remind members to maintain at least 6 feet of distance from employees and other members. Above all, avoid job tasks that require face-to-face contact with others where possible. If this is unavoidable, employees will be provided with face masks, face shields, physical barriers and other workplace controls to ensure their safety.
- Wear face masks where other social distancing measures are difficult to maintain. The YMCA will provide cloth facemasks as part of the employee uniform.
- Employees should wear and change gloves according to policy when cleaning, food preparation and handling money.
- Refrain from sharing equipment. In instances where this is unavoidable, YMCA of the Blue Water Area will provide alcohol-based wipes and other cleaning materials that employees can use to clean equipment.
- Keep the following in mind when exchanging paper and coin money:
 - Do not touch your face after the exchange.
 - Ask members to place cash on the counter rather than directly into your hand.
 - Place money directly on the counter when providing change back to members.
 - Sanitize the counter between customer engagements.
- Clean and disinfect frequently touched surfaces, including workstations, payment terminals, door handles, tables and countertops on a regular basis. Designated work stations should be cleaned before and after each shift.
- Practice proper hand hygiene. Wash your hands regularly with soap and water for at least 20 seconds. An alcohol-based hand sanitizer containing at least 60% alcohol can also be used. Employees should clean their hands:
 - Before, during and after food preparation
 - Before eating food
 - After using the restroom
 - After blowing their nose, coughing or sneezing
 - After putting on, touching or removing face masks

- Before and after work shifts
- Periodically throughout the day
- Before and after work breaks
- After touching money or objects that have been handled by members
- Avoid touching your eyes, nose and mouth whenever possible.
- Avoid the use of other employee's phones, desks, offices or other work tools and equipment.
- Avoid contact with others whenever possible (e.g., handshakes).
- Follow any posted signage regarding COVID-19 social distancing practices.
- Outside food delivery can only be made to the door or outside.
- Employees planning to travel should discuss plans with their supervisor. Employees who travel to areas deemed "high risk" will be required to quarantine for 14 days upon return to the area before returning to work. The risk level of the proposed travel area will be determined by reviewing the <https://covidactnow.org/> website and/or the <https://globalepidemics.org/key-metrics-for-covid-suppression/>. Employees traveling to other areas will be addressed on a case-by-case basis depending on the destination.

Protocols for Members/Program Participants and Child Care

In order to protect our members and staff, YMCA of the Blue Water Area will:

- Communicate our safety protocols and why we are taking specific precautions. This will be done using signage, social media and other available communication channels.
- Members/Program Participants will be screened upon arrival. They will have their temperature taken and answer the health check questions. An individual with a fever of 100.4 F or more upon arrival or showing other symptoms will be sent home and instructed to follow protocols. The person performing health checks will note in DAXKO if an individual is sent home.
- Encourage members to practice social distancing when in the facility. Members will be asked to maintain at least 6 feet of distance from staff and other members via verbal announcements on the loudspeaker and written signage.
- Encourage the use of online and touchless payment options to minimize handling cash, credit cards and reward cards.
- Increase cleaning and sanitizing of all high-touch surfaces (e.g., pens, touch screens and carts).
- Place hand sanitation stations and wipes throughout the YMCA.
- Minimize person-to-person contact where possible. This involves establishing rules regarding the number of members allowed in the YMCA at a given time or only allowing a set number of individuals in areas at a time.
- Update messaging on our websites to educate members on YMCA precautions, virtual

programming and hours.

- Move the credit card reader farther away from the Welcome Center staff. This increases the distance between the customer and the cashier.
- Place visual cues, such as floor decals, colored tape or signs, to illustrate where members should stand during various activities

CLEANING AND DISINFECTING PROCEDURES

- Surfaces and equipment will be disinfected at the end of each shift, before and after use, or—for frequently touched items—multiple times a day. The following items will be cleaned regularly:
 - Door handles and push plates
 - Restrooms
 - Handles on all equipment doors
 - Handles on beverage dispensers
 - Ice scoops
 - Refrigerator and freezer handles
 - Sink handles
 - Soap dispenser push plates
 - Towel dispenser push plates
 - Trash receptacle touch points
 - Cleaning tools
 - Buckets
 - Telephones
 - Computers
 - Office cabinet handles
 - Tables and chairs
 - Display screens on equipment
 - All stainless steel surfaces
 - Thresholds and hand railings
 - Counters
 - Kiosks
 - Sneeze guards
 - Baby changing stations in restrooms
 - Pens or other writing utensils
 - Clipboards
 - Electronic signature pads
 - Elevator buttons
 - Surfaces inside vehicles
 - Stocking equipment
 - Towels and Rags
- Employees responsible for cleaning will be given the appropriate protective equipment. Cleaning should be completed using CDC-recommended products, including:
 - Environmental Protection Agency-registered household disinfectants
 - Alcohol solutions with at least 60% alcohol
 - Diluted household bleach solutions (if appropriate for the surface)
- Trash will be collected from the workplace regularly. Those collecting trash will be instructed to wear nitrile, latex or vinyl gloves.
- HVAC air filters will be cleaned and disinfected according to the established schedule.

Filters have been upgraded to MERV-13.

- Hand sanitizer dispensers will be refilled frequently.

SICK LEAVE POLICY

- If an employee has COVID-19 symptoms or has had a close encounter with someone who has experienced COVID-19 symptoms or tested positive for COVID-19, there are no attendance infractions given. Employees need to follow the daily COVID-19 screening policy. If a red “stop” code appears, employees will be instructed not report to work and to contact their supervisor immediately. No point will be given.

RESPONDING TO A COVID-19 EXPOSURE

When an employee has an assumed or confirmed positive COVID-19 exposure, the organization will follow the [Responding to a COVID-19 Exposure](#) policy and procedures.

OSHA RECORDKEEPING AND REPORTING

YMCA of the Blue Water Area will adhere to OSHA-mandated requirements as they relate to recording and reporting certain work-related injuries and illnesses.

QUESTIONS

If employees have any questions regarding the content of this action plan, they should be instructed to speak with their supervisor. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it's important to follow CDC guidance at all times. For more information, click [here](#).



YMCA of the Blue Water Area Responding to a COVID-19 Exposure

Purpose: Respond appropriately to all assumed and confirmed positive COVID-19 exposure.

Policy Objectives:

- Isolate the risk of transmission and contamination of COVID-19 within the facility
- Inform employees, volunteers, members, program participants or vendors of a possible exposure
- Inform employees, volunteers, members, program participants of facility/work area closures as needed
- Outline processes to clean and disinfect the contaminated areas appropriately
- Maintain a safe environment for employees, volunteers, members, program participants

Description

The health and safety of employees, volunteers, members, program participants and vendors is the YMCA of the Blue Water Area's main priority. Resources from the CDC and Human Resource Development Committee were used to develop policies and processes to respond appropriately to both assumed or confirmed positive COVID-19 cases within the facility.

This policy does not go into effect every time an employee, volunteer, member, program participant or vendor goes home or stays home sick.

Employees, volunteers, members, program participants and vendors are required to notify the YMCA of the Blue Water Area if they have an assumed or confirmed positive COVID-19 exposure.

Definitions

Assumed Case - symptoms (and/or antibody tests) plus contact with a positive person, or travel to a high risk area, or living in a community with moderate risk/community transmission. Call the health department if questions.

Confirmed Case – positive PCR test (not antibody).

Timeline for Responding to a COVID-19 Infection

Immediately

1. Upon notification of an assumed or confirmed positive COVID-19 exposure, notify the individual of Discontinuation of Isolation criteria. If not an employee, refer the individual to their health care provider and/or health department for further action.

2. Infected employees, volunteers, members, program participants or vendor must remain away from the YMCA until both criteria for Discontinuation of Isolation are met (recommended by CDC)
 - At least 10 days have passed since
 - receiving positive test results (confirmed positive – with test)
 - symptoms began (assumed positive – without test)
 - At least 24 hours have passed since recovery
 - Recovery being defined by the CDC as resolution of fever without the use of fever-reducing medications and improvement in symptoms (e.g., cough, shortness of breath)
3. Upon receiving notification that an employee, volunteer, member, program participant or vendor has tested positive for COVID-19, forward the information to the Business Office Manager, who will contact the St. Clair County Health Department and follow their recommendations. The identity of the employee may be disclosed in response to required notification to OSHA (i.e. if the employee was infected as a result of performing work-related duties) and to state and local health departments that are collecting information about the spread of the virus.
4. **IMPORTANT:** Do NOT identify the employee, volunteer, member, program participant or vendor by name and avoid making any direct or indirect references that would lead co-workers to guess the identity of the employee.

One-Two Hours

1. Meeting including supervisor of the impacted area(s), Sr. Director – Facilities, IT and Food Programs, HR and CEO to discuss exposure and ensure appropriate response.
2. There are two types of contact: close and casual.
 - Close contact means direct contact with a COVID-19 case (less than 6 feet apart) for 15 minutes or more
 - Casual contact is anything outside of close contact
3. Assess whether to send all employees, volunteers, members, program participants and vendors home for the day, close the facility, or adjust work areas/rooms
4. **If an employee:** Business Office Manager will conduct a phone interview to obtain additional information from infected employee (assuming employee is medically able to participate)
 - [Phone Interview – Infected Employee](#)
 - [Interview Summary – Infected Employee](#)
 - Email summary to employee
5. Develop list of likely individuals to have had close contact with infected individual.

- CDC defines a potential exposure as “having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for longer than 15 minutes.”
 - CDC defines the timeframe of exposure as “period from 48 hours before symptoms onset (or since specimen collection – if individual is not experiencing symptoms) until criteria is met for discontinuing home isolation”
6. Business Office Manager will prepare and send communication to the potentially exposed employees and coordinate with appropriate managers to notify potentially exposed volunteers, members, program participants and vendors.
- Potentially exposed individuals must remain away from work place for 14 days
 - [Phone Interview – Exposed Employee](#)
 - [Potential Exposure Notice](#)
 - Email notice to employee
7. **If an employee:** Determine compensation (including benefits) for employees sent home
- Benefits – If eligible, all benefits will continue as normal
 - Infected employees – Paid Sick Leave (FFCRA) – need doctor’s note
 - Exposed employees – Recommend to contact doctor to seek medical advice
 - May be eligible for PSL (FFCRA) – need doctor’s note
 - Option to use PTO if preferred
8. **In all cases:** Contact the Sr. Director – Facilities, IT and Food Programs to coordinate Housekeeping staff to disinfect contaminated areas
9. Assign individuals to implement response plan and action items
- Supervisors will coordinate alternative work areas
 - Supervisors will coordinate coverage for employees
 - [Recall Notice](#)

Two-Five Hours

1. Assess work impact of closure of facility/work areas
 - Consider using other spaces/rooms for operations
2. Determine whether remote work is possible and set up systems/equipment
 - Employees must complete a [Remote Work Agreement](#)
3. Supervisor will communicate with workforce about closure and anticipated return to work/work area timeframe

- Business Office Manager will update the Workforce Notice when updating Potential Exposure Notice to ensure consistency
- Supervisor will send the updated notice via email and Remind after receiving from the Business Office Manager
 - [Workforce Notice](#)
- 4. Per CDC guidelines, the YMCA will coordinate with local health officials so timely and accurate information can guide appropriate responses
 - Report to St. Clair County Health Department
 - Report to State of Michigan (Child Care Exposure)
- 5. CEO will prepare a [Third Party Statement](#) for members, vendors, etc. if applicable
- 6. CEO will prepare a [Media Statement](#), if applicable
- 7. Confirm cleaning/disinfection arrangements with the Sr. Director – Facilities, IT and Food Programs

Within 24-48 Hours

1. Conduct cleaning of facility. CDC recommendations:
 - [Cleaning and Disinfection for Community Facilities](#)
 - [Cleaning and Disinfecting Your Facility](#)
 - Close off work areas used by an infected person and waiting as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets
 - Wait up to 24 hours before beginning cleaning and disinfection
 - Open outside doors and windows to increase air circulation in the area
2. Develop a plan to address impact on provisions of services to members and program participants

Sources:

Ballard Spahr LLP: COVID-19 Responding to a Positive Diagnosis

[COVID-19 Responding to Positive Diagnosis - 03-20.pdf](#)

MICHIGAN.GOV: A co-worker tested positive for COVID-19, should I be concerned?

<https://www.michigan.gov/coronavirus/0,9753,7-406-98810-524164--,00.html>

CDC: General Business Frequently Asked Questions (COVID-19)

<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

CDC: Public Health Recommendations for Community-Related Exposure

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

CDC: Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings (Interim Guidance)

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

CDC: Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>