

## 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, the COVID-19 pandemic caused a complete change to our operation. We closed doors to our health & wellness branches and most programs. We shifted our entire focus on providing safe childcare for essential workers. We never closed our doors at 10 YMCA childcare centers throughout the counties we serve and we opened two additional “pop-up” centers for UCI employees, partnered with HOAG and Memorial Health System to offer care at our existing centers for their employees.

We have developed this plan based on recommendations from the CDC, Orange County Health Care Agency (OCHCA), 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.

Please see:

*Attachment A: YMCA Phasing Plan*

### Persons Responsible for Implementing the Plan

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

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

Huntington Beach Family YMCA: [Jennifer Todd](#), Associate Executive Director

Newport Mesa Family YMCA: [Joseph Jimenez](#), Executive Director

Laguna Niguel Family YMCA: [Kelly Kneubuhl](#), Executive Director

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

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

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

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 a minimum of one re-usable face covering and will be trained on proper use of face coverings, including:
  - 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:**

1. Upon returning to work, employees will receive comprehensive information and checklist through our Human Resource Information System (HRIS) which will include the following:
  - o Return to work guidelines for all employees
  - o CDC guidelines for high risk employees
  - o Employee Expectations
  - o Personal Protective Equipment Requirements
  - o Best Practices for All Employees to Avoid Covid-19
  - o Individual Control Measures & Screening Protocols
  - o Cleaning & Disinfecting Protocols
  - o Social Distancing Protocols
  - o Frequently Asked Questions and Responses for employees and managers
  - o 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. Each childcare and Fitness Facility will receive an unannounced audit visit from the QA Department within the first 15 days of operation to ensure all safety protocols and procedures are in compliance.
  - c. 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.
  - d. During ongoing operations, Executive Directors/Site Directors will conduct bi-weekly self-audits and submit them to the QA department for review. Any deficiency will be documented and a Plan of Correction (POC) will be due within 24 hours of receipt of audit.
  - e. During ongoing operations, QA will conduct monthly 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 be responsible to check state and OCHCA notices daily about the spread of COVID-19 in the area and adjust operations accordingly

*Please see*

*Attachment B: Safety and Quality Audit for Child Care*

*Attachment C: Safety and Quality Audit for Health & Wellness Centers*

### 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.

1. YMCA Process for when an employee, child or member becomes sick at a YMCA facility.

- a. Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation, and ensure that children are not left without supervision.
  - b. For childcare centers, caregiver will be notified for immediate pick up of child.
  - c. For Health & Wellness centers and employees, the member or employee exhibiting COVID-like symptoms should leave the facility as soon as safely possible.
2. Process for **possible** employee or member exposure to COVID-19: If the YMCA is made aware of a possible exposure from an employee or member, but not confirmed by a medical professional we will follow the procedure outlined below:
- a. A YMCA supervisor will Inform potentially exposed employee or member to stay home and will gather the following information from them immediately:
    - a. Date and location of where staff/member were possible exposure occurred.
    - b. Facility location and shifts worked during the last 14 days.
    - c. Instructions from medical provider/doctor/ Self-quarantine if available.
  - b. The supervisor will notify the YMCA QA department at [covidquestions@ymcaoc.org](mailto:covidquestions@ymcaoc.org) with details as soon as possible. The QA department will be responsible for documenting and tracking all possible cases for the entire duration of the case.
  - c. Employee and member will be asked to self-monitor and quarantine for a minimum of 14 days or as directed by a health care provider.
  - d. Employees potentially exposed can go for voluntary testing and should not return to work until they have received the results indicating a negative test result.
  - e. All information will be kept confidential and no additional communication to members or employees until the case is confirmed positive.
  - f. YMCA employees will deep clean and disinfect the workstation and/or area used by individual.
3. Process for a **confirmed** case from an **employee, member** or **participant** the YMCA will follow the procedure outlined below:
- a. A YMCA supervisor will Inform confirmed employee or member to stay home and will gather the following information from them immediately:
    - i. Date and location of where employee/member were exposure occurred.
    - ii. List of YMCA employee, kids, parents and/or members that employee/members had direct contact 2 days prior to symptoms being

present or a positive test.

- iii. Instructions from medical provider/doctor/ Self-quarantine if available.
- b. YMCA employee will immediately contact their direct Supervisor and/or QA to discuss steps and provide medical documentation. QA can be notified at [covidquestions@ymcaoc.org](mailto:covidquestions@ymcaoc.org)
- c. Individuals with a confirmed case must follow [OCHCA order for self-isolation of persons with COVID19.](#)
- d. For all facilities and centers, employees will immediately close off areas used by the individual infected with COVID-19 and wait as long as practical before beginning cleaning and disinfecting to minimize potential for exposure. If possible, employees will wait up to 24 hours before beginning cleaning and disinfecting.
- e. Before cleaning and disinfecting, employees will open outside doors and windows to increase air circulation in the area.
- f. YMCA maintenance employees will clean and disinfect areas and use foggers in offices, bathrooms, and common areas used by the individual that was diagnosed positive, focusing especially on frequently used areas. All employees will wear proper PPE while cleaning and disinfecting areas.
- g. Reopening of areas will be with the recommendation of OCHCA.
- h. Individuals potentially exposed by the confirmed case will be notified as advised by the OCHCA. Reporting who the ill employee is will remain confidential.
- i. For employees, Human Resources will communicate LOA/Worker's compensation rights and return to work requirements to the employee. HR will also notify any outside agency as required.
- j. YMCA Quality Assurance Department will ensure notification of the following external agencies and YMCA internal departments:
  - a. [OCHA](#) will be contacted with details of the situation including contact information used for contact tracing by OCHCA. Guidance on communication and actions will be requested.
  - b. For childcare locations, local school districts will be notified with details of situation.
  - c. [YMCA Marketing & Communication Department](#):
    - a. Marketing and Communications will handle communication to employees and participants while protecting the employee or member's identity.

### Individual Control Measures & Screening Protocols

1. All YMCA employees and members 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 member refuses a health check, they will not be admitted to the facility, center or program.

2. Symptom screening will consist of a staff member asking the following COVID-19 related questions:
  - a. Are you experiencing difficulty breathing, shortness of breath, a cough, sore throat and/or had a new loss of taste or smell?
  - b. Have you had a fever, vomiting or diarrhea in the last 24 hours?
  - c. Have you been in close contact with a confirmed case of COVID-19 case while not using PPE?
3. All employees and members will be encouraged to use hand sanitizers upon entering the facility or childcare center.
4. Members should enter through doors that are propped open or automated, if possible. When possible there will be a separate entrances and exits. Hand sanitizer will be made available for staff and members who must touch door handles.
5. Fitness facility members will self-scan into the facility. Parents at childcare centers will be asked use a tablet to sign their child in and out for the day. Parents will be asked to use a disinfecting wipe before and after use of tablet.
6. At childcare facilities, parents will be asked to meet at the facility entryway for pick-up and drop-off of children and to not enter the space whenever possible.
7. For Fitness Facilities, face coverings are required for any employee (e.g., membership staff, fitness floor staff, maintenance staff, executive directors, staff interacting with parents, etc.) who potentially would be within six feet of members or fellow employees. All YMCA employees should minimize the amount of time spent within six feet of fellow employees and members. All employees will be provided at least one reusable mask and may choose to wear their own face covering as long as they are effective and not offensive in anyway.
8. Face coverings are required of all members walking in, out or throughout the fitness facility per [Governor Newsom's Order](#). Face coverings will not be required of members during actual physical exercise activities. Equipment will be spaced six feet apart or a plexiglass divider will be installed between equipment where six feet of space is not feasible. Face covering will be made available to anyone who arrives without one.
9. For childcare centers, the YMCA will require use of cloth face coverings among all employees. Face covering for childcare participants are required only during times when social distancing cannot be maintained. Children can wear face covering at all times if directed do so by their caregiver. Children 2 and under will not wear face covering per the CDC guidance. Children may be exempt from wearing a face mask if they have a medical condition that prevents them from doing so. Face covering will be made available to anyone who arrives without one.
10. 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)
11. Employees and members will be reminded through re-opening guidelines and signage to limit personal belongings brought into the facility, childcare centers and programs areas. No personal belongings may be shared with a fellow staff or member. All personal belongings must be kept away from main workstations and separate from other's personal belongings.
  12. At every YMCA facility and childcare center, we will clearly display set guidelines for members and YMCA employees at the entrance that are to be a condition of entry. The guidelines will include instructions to use hand sanitizer, maintain physical distance from other individuals, avoid unnecessary touching of surfaces, contact information for the local health department, and changes to use of the facility.
  13. 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.

*Please see:*

*Attachment D: Marketing & Communication Materials*

### 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](#) 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 wear disposable gloves and face covering to clean and disinfect.
2. 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.
3. 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.
4. Site specific cleaning schedules will include regular on-going cleaning, mid- day and end of day cleaning of high touch surfaces including, but not limited to:

- a. Doorknobs, desks, tablets, exercise equipment, countertops, handles, toilets, faucets, sinks, light switches, desks, phones, keyboards, etc.
  - b. HVAC intakes and returns should be cleaned daily
  - c. Members in our fitness facilities will be engaged to take part in keeping themselves safe through re-opening guidelines, 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. If members are unable or unwilling to wipe/disinfect equipment after exercise, the YMCA will provide "ready to be cleaned" tag for members to place on equipment after use, to ensure equipment is disinfected by staff before the next use.
  - d. Employees will use a sanitizing wipe on the clock in and out tablets or laptop before and after each use.
  - e. At fitness facilities, end of day cleaning will include use of an electrostatic sprayer with EPA approved products. (As of 5.19.2020, products are currently on order and will be used as soon as received by the YMCA facilities. Estimated to be delivered in August)
  - f. At childcare centers, the YMCA will ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (art supplies, equipment etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
  - g. 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 maintained and available at each facility to be reviewed by the QA department when requested.
  - h. Executive Directors/Site Directors will ensure a weekly inventory of cleaning and disinfecting products and will notify the YMCA purchasing manager when supplies are at half inventory levels. Since supply chains are limited, it is very important to notify well in advance.
5. 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.
  - d. Any soft surface individual items (e.g. plush toys, puppets, fabric books, etc.) will be stored and not used during this time.
6. Cleaning and disinfecting outdoor areas
- a. Outdoor playgrounds will remain closed at fitness facilities as well as child care centers until further notice.
  - b. Outdoor areas, like playgrounds require normal routine cleaning, but do not require disinfection.



- c. Employees will not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
  - d. High touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned routinely.
  - e. Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
  - f. Sidewalks and blacktops should not be disinfected. Spread of COVID-19 from these surfaces is very low and disinfection is not effective.
7. 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

1. Measures have been implemented to ensure physical distancing of at least six feet between employees and members. This includes use of visual cues (e.g., floor markings and signs to indicate to where employees and/or guests should stand).

*Please see:*

*Attachment D: Marketing & Communications Materials*

2. The YMCA will implement a reservation system for group exercise classes, lap swimming lanes and kid zone (childcare in the health & wellness centers) to limit the amount of time spent in the health & wellness facilities.
3. At fitness centers, members will be encouraged to wait in their cars, away from the establishment or in areas that allow social distancing from other individuals while waiting for their reservation time.
4. Plexiglass partitions have been installed at membership desks in fitness facilities where maintaining physical distance of six feet is difficult.
5. If possible, each facility will establish directional hallways and passageways for foot traffic, to eliminate members and employees from passing by one another.
6. 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.
7. Physical distancing protocols will be used in any office areas, kitchens, or other high-density, high-traffic employee areas. Face coverings are required where employees cannot maintain physical distancing.

8. Employee breaks will be staggered, in compliance with wage and hour regulations, to maintain physical distancing protocols.
9. Exercise space, office spaces, lobbies, workstations, and other spaces are reconfigured to allow for at least six feet of distance between people exercising, working, and passing through areas for entry and exit.
10. In Fitness Facilities, exercise equipment has been reconfigured to allow six feet of physical distancing. Equipment will be spaced six feet apart or a Plexiglass divider will be installed between equipment where six feet of space is not feasible.
11. Employees and members will avoid handshakes and similar greetings that break physical distance.
12. Each facility and childcare center will eliminate person-to-person contact for delivery of goods whenever possible. Each facility/center will designate drop-off locations to receive deliveries away from high traffic areas. Employees will maintain physical distance of at least six feet with delivery drivers.
13. YMCA Fitness facilities will limit occupancy inside the building to 113 square feet per person as recommended by [U.S. Fire Administration Understanding the impact of social distancing on occupancy](#).
14. YMCA child care centers serving toddler and school age children will adhere to the best extent possible the following 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.
  - b. Toddler group will remain in groups not to exceed a 1:6 ratio.
  - c. The YMCA will consider each site its own stable group limiting child transfers between sub-groups, minimizing substitute teachers, not accepting drop-in schedules and each sub-group maintaining the same staff member.
  - d. The YMCA will extend the indoor environment to outdoors, and bring groups outside, weather permitting.
  - e. The YMCA will limit gatherings, events and extracurricular activities to those that can maintain social distancing and support proper hand hygiene.
  - f. Child's belongings will be separated and in individually labeled storage containers, cubbies, or areas and taken home each day and cleaned, if possible.
  - g. Employees will open windows to ventilate facilities throughout the day.
  - h. Employees will arrange developmentally appropriate activities for smaller group activities, rearrange furniture, play spaces and install temporary barriers to maintain 6-foot separation, when possible.
  - i. Employees will use carpet squares, mats, or other visuals for spacing.
  - j. Employees will model social distancing when interacting with children, families, and staff.

- k. Employees will role-play, create or find a scripted story around social distancing as well handwashing, proper etiquette for sneeze, coughs, etc.
- l. Employees will give frequent verbal reminders to children.
- m. Employees that support children with special needs are unable to maintain physical distancing and will be required to wear face coverings.

#### Outdoor Fitness Activities:

Effective July 13, 2020, Counties on the County Monitoring List for 3 consecutive days were required to shut down indoor operations of multiple sectors including fitness facilities. In response to this new order, YMCA of Orange County modified to operate fitness facilities outside. 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.
- d. Barricades will be installed around the perimeter if located in any area where cars are adjacent to the outdoor fitness area.
- e. 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.
- f. 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.
- g. Personal Exercise Space and Exercise classes will allow for sufficient space for safety.
- h. Must adhere to posted area capacity.
- i. Posting of Policies regarding use of outdoor area are clearly posted and enforced.
- j. 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.
- k. Point of Entry/Exit of outdoor space will be clearly identified
- l. ADA entrance/exit will be clearly marked
- m. Use of outlets, extension cords and power strips used properly (covered with no slip or trip hazards)
- n. Adequate hand sanitizing and disinfecting stations, as well as trash cans made available outside
- o. System to monitor heat temp with equipment outside
- p. EAPs are updated and posted properly including exit routes changes
- q. Security cameras will be installed/moved to capture the high traffic areas
- r. First Aid Stations and AEDs will be designated to be easily accessed from outside areas
- s. Adequate water is available

- t. All pathways are clear and present no slip or trip hazards
- u. All cleaning logs are updated
- v. Restrooms are accessible and ADA compliant
- w. All training of staff is documented for staff
- x. Conduct bi-weekly self-audits and submit to QA.
- y. Music levels for Group X classes are appropriate
- z. 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)

