

COVID-19 OPERATIONAL PLAN TEMPLATE FOR BUSINESSES AND SERVICES

Yukon Women in Trades and Technology Event Plan *Young Women Exploring Trades (YWET) Conference*



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1. Contact information and Event Description

Business or organization name

Yukon Women in Trades and Technology

Event Name

Young Women Exploring Trades (YWET) Conference

Event Dates

November 17th and 18th 2021

Event Location

Yukon University, 500 College Drive, Whitehorse YT, Y1A 5K4

Business Address (physical location)

2180 2nd Avenue, Whitehorse, YY, Y1A 6C4

Contact name

Liz Peredun (Executive Director)

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Event Description

Yukon Women in Trades and Technology is a non-profit society that promotes gender equality in skilled trades and technology careers. We educate, promote awareness and advocate for participation and sustainability in these careers. Every year, we create opportunities for high-school aged girls to experience and explore opportunities in skilled trades and technology careers over two days at the Young Women Exploring Trades Conference in November. Six on-site workshops will be offered over the course of two days. Workshops will include: carpentry, heavy equipment mechanics, welding, electrician training and more! This conference will involve up to 100 girls from across the territory participating at Yukon University. We also invite local businesses, organizations and employers to facilitate hands-on workshops for students.

2. Physical distancing

This measure is intended to prevent the transmission of COVID-19 by ensuring that employees and clients maintain a physical distance of 2 metres (6 feet).

Measures used to maintain physical distancing

1. Bus arrivals will be staggered the morning of the conference so not all 100 students are arriving at one time.

Steps taken to ensure minimal interaction between people.

2. Students will travel in groups no larger than 10 between workshops at the University. They will be accompanied by a chaperone that is able to support and encourage distancing.

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<p>3. Physical distancing is no longer mandatory for students in highschools, however it's important that staff and students spread out within the available space and prevent crowding in common areas such as hallways.</p>	<p>4. Students will be masked while travelling in the hallways in between workshops and masked in workshops.</p>

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3. Staying home when sick

1. Participants will be informed and encouraged to stay home if they are feeling unwell during either of the consecutive days of the conference. As many students will be coming from their respective high schools, the K-12 school guidelines for 2021-22: COVID-19 regulations will also apply here.
2. Students will be screened upon arrival at the University as per YU procedures (temperature check, screening questions).
3. If a student becomes unwell during the conference, they will be asked to wear a mask and be removed from their group by one of the conference organizers to assess their situation. If necessary, the student's emergency contact will be notified and one of the conference staff will help manage their transportation as needed.
4. The same guidelines apply for staff

4. Cleaning and disinfection of shared areas/surfaces

Students will travel with their own Personal Protective Equipment (PPE) for the duration of the conference. Frequently used tools will be disinfected between group use.

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5. Hand washing/sanitizer stations

Practicing good hygiene is an essential and effective part of preventing the spread of COVID-19. Take these measures to protect yourself and others from getting sick:

- Wash your hands often (in addition to routine times such as after using the washroom, before eating and when handling food for the public);
- Cough/Sneeze into your elbow or tissue and throw away;
- Avoid touching your eyes, nose and mouth with your hands; and
- Use alcohol-based hand sanitizer if soap and water are not readily available.

Hand washing stations	Location
	Students will be encouraged to wash hands in washrooms frequently during the conference and especially prior to eating during the conference
Hand sanitizer stations	Location
	Students will travel with hand sanitizer in the gift bags that they receive at the beginning of the conference and chaperones will encourage hand sanitizing throughout the conference, particularly at entry points to classrooms.
	Hand sanitizer will also be located all entrances to Yukon U.

6. Food consumption (Lunch/Snacks etc.)

Students will be provided self-serve snacks in their gift bags that they will receive upon arrival to the conference.

Yukon University's Food Services will provide a bagged lunch that students will eat in their small groups (max groups of 10) during the designated lunch time. Conference volunteers will pick up the provided bagged lunch at the cafeteria.

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7. Mask Wearing

.As noted above, students will wear masks while:

- Travelling in the hallways between workshops
- When in a workshop when physical distancing cannot be maintained
- On school buses

Chaperones and instructors will be masked while:

- Travelling in the hallways between workshops
- When teaching with a student when physical distancing cannot be maintained
- On school buses
- While performing any type of first aid

8. Additional measures (optional)

Add any additional health and safety measures that your business is implementing to mitigate the risk of COVID-19 infection. These could be measures that are specific to your operations, or reference to additional policies and guidance material that your business is following.

We will continue to promote the Safe 6 protocols throughout the conference.

Signature of Organizational Representative: DPeredun

Date: 2021-10-20