

Corporate Wide Framework: Adjusting and Tightening COVID-19 Preventative Measures

Pre-amble

This document is provided as a guide to the Corporate response to the COVID-19 Pandemic and the Provincial Response Framework. As such, this is a living document and not only will the Corporation's response change as the Provincial framework changes (per Public Health), the Town may need to respond to the local conditions as they evolve. As this Framework is updated, the revisions will be circulated.

Further description of how the Corporation will move through escalated responses based on the virus within the organization can be found in the Departmental Frameworks and Staff Contingency Plans. The following definitions are used in this document:

Essential Services: As defined in each department and by the Province, predominately those services that are carried out 24hrs/7 days, or require a specialize licence or training to be performed. Services that provide for life and safety (winter control, emergency services, water, wastewater, garbage collection, roads maintenance, cemetery).

Critical Services: Services that support essential services and the daily operations of the municipality (payroll, human resources, building and grounds maintenance, etc.) or services that advance the business of the municipality and community (business recovery).

Non-Critical Services: Services that can safely be performed remotely or delayed without causing harm to the municipality or community.

Permanent Full-time: An employee who is employed by the Town, with no specified end date to their employment and who works 35 (40) hours as their standard weekly work hours.

Permanent Part-time: An employee who is employed by the Town, with no specified end date to their employment and who works less than 35 hours as their standard weekly work hours.

Temporary Full-time: An employee who is employed by the Town, with a specified end date to their employment and who works 35 (40) hours as their standard weekly work hours.

Temporary Part-Time: An employee who is employed by the Town, with a specified end date to their employment and who works less than 35 hours as their standard weekly work hours.

Provincial Restrictions Update Feb 2021

Objectives	Prevent (Standard measures)	Protect (Strengthen measures)	Restrict (Intermediate measures)	Control (Stringent measures)	Lockdown (Maximum Measures)
General Public Health Measures	<ul style="list-style-type: none"> – Workplaces must screen all workers or visitors entering the work environment. See the COVID-19 Screening Tool for Workplaces for more information. – Workers must wear appropriate personal protective equipment (PPE) that protects their eyes, nose and mouth, if in the course of providing services they are: <ul style="list-style-type: none"> ○ required to come within 2 metres of another person who is not wearing a mask or face covering ○ or are in an indoor area and are not separated by plexiglass or some other impermeable barrier – Capacity set to maintain 2m physical distancing from every other person – Businesses or places that are open shall ensure that equipment, washrooms, locker rooms, change rooms and showers that are accessible to the public are cleaned and disinfected as frequently as is necessary to maintain a sanitary condition. <p>All businesses must have Safety Plans, no matter what zone they are in.</p>	<ul style="list-style-type: none"> – Same as green 	<ul style="list-style-type: none"> – Same as yellow 	<ul style="list-style-type: none"> – Same as orange plus: – Essential trips outside of home (work, groceries, health care, exercise) – Families should not visit any other household or allow visitors in their homes – people who live alone can gather with one household – Everyone should avoid social gatherings 	<ul style="list-style-type: none"> – Same as red

<u>Provincial Restrictions for Meeting and Event Spaces</u>	<ul style="list-style-type: none"> - Booking multiple rooms for the same event not permitted - Maximum of 50 people per room indoors if venue operates in accordance with the approved plan from the Office of the Chief Medical Officer of Health (Guidance for Meeting and Event Facilities During COVID-19) - Limits for religious services rites or ceremonies, including wedding services and funeral services apply if held in meeting and event spaces: <ul style="list-style-type: none"> - 30% capacity of the room indoors - 100 people outdoors - Patron screening (passive) - A safety plan is required to be prepared and made available upon request 	<p>Same as green plus:</p> <ul style="list-style-type: none"> - Limit 6 people per table - Establishments must be closed from 12 a.m. to 5 a.m. - Liquor sold or served only between 9 a.m. to 11 p.m. - No consumption of liquor permitted between 12 a.m. to 9 a.m. - Require contact information for all seated patrons - Limit volume of music to be low enough that a normal conversation is possible 	<p>Same as yellow plus:</p> <ul style="list-style-type: none"> - Limit 4 people per table, - Establishments must be closed from 10 p.m. to 5 a.m. - Liquor sold or served only between 9 a.m. to 9 p.m. - No consumption of liquor permitted between 10 p.m. to 9 a.m. 	<p>Same as orange except:</p> <ul style="list-style-type: none"> - Maximum of 10 people indoors - Maximum of 25 people outdoors - Face coverings required except when eating or drinking only 	<ul style="list-style-type: none"> - Closed with exceptions for Government services
<u>Provincial Restrictions for Organized Public Events and Social Gatherings</u> <u>Wedding, Funeral and Religious services, Rites and ceremonies</u>	<ul style="list-style-type: none"> - Limits for social events; parties, dinners, BBQs, at private residences, backyards or parks <ul style="list-style-type: none"> o Maximum of 10 people indoors o Maximum of 25 people outdoors - Limits for organized public events and gatherings in staffed businesses and facilities, where physical distancing can be maintained: <ul style="list-style-type: none"> o 50 people indoors o 100 people outdoors 	<p>Same as green</p>	<p>Same as yellow</p>	<p>Same as orange except:</p> <ul style="list-style-type: none"> - Maximum of 5 people per facility indoors - Maximum of 25 people outdoors 	<ul style="list-style-type: none"> - No indoor organized events or social gatherings - Limited outdoor organized public events and social gatherings to 10 people outdoors - Limits for religious services rites or ceremonies, including wedding services and funeral services, where physical distancing can be maintained: <ul style="list-style-type: none"> o 10 people indoors o 10 people outdoors - Virtual and drive-in events and religious services,

	<ul style="list-style-type: none">- Limits for religious services rites or ceremonies, including wedding services and funeral services, where physical distancing can be maintained (applies in any venue other than a private dwelling):<ul style="list-style-type: none">o 30% capacity of the room indoorso 100 people outdoorso None				rites or ceremonies permitted
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Corporate Wide Framework

(Corporate Guidelines)

Staffing Level (see definitions):	<ul style="list-style-type: none"> - All services fully staffed 	<ul style="list-style-type: none"> - All services fully staffed 	<ul style="list-style-type: none"> - All services fully staffed 	<ul style="list-style-type: none"> - All essential services fully staffed - Consider reduced staffing for “non-critical services” - Critical and non-critical services to be performed at home as appropriate - Redeployment of permanent and temporary staff - Delay or cancel temporary staff hiring (optional) 	<ul style="list-style-type: none"> - Essential services fully staffed - Redeployment of existing staff - Option for Reduced staffing of non-critical services - Reduced staffing of critical services (where required by Province) - Option to consider layoffs
Personnel	<ul style="list-style-type: none"> - Staff working per normal with mitigation efforts - Work from home allowed - Develop Departmental Staff Contingency Plans (primary, 1st alternate, 2nd alternate) - Provide alternate locations for employees within offices to maintain 2m distances 	<ul style="list-style-type: none"> - Departments to impliment rotational schedules for work from home positions - Implement Departmental Staff Contingency Plans (primary, 1st alternate, 2nd alternate) - Meetings with internal staff to be in designated meeting spaces and not in offices spaces 	<ul style="list-style-type: none"> - Further separation of alternates within office setting - Higher work from home priority - No department shall be at full complement and rotational schedules will be developed - Meetings with internal staff to be in designated meeting spaces and not in offices spaces 	<ul style="list-style-type: none"> - Rotation of staff in office based on duties - Staff redeployment - Remote work where suitable - Use of Time Away from Work alternatives 	<ul style="list-style-type: none"> - Access to facilities by staff with manager approvals where required to perform job - Staff redeployment - Remote work only where suitable - Use of Time Away from Work alternatives
Service Levels (See department plans for exceptions)	<ul style="list-style-type: none"> - Open to the public - All services continue to be provided 	<ul style="list-style-type: none"> - Same as green plus: - Implement virtual meetings in place of face to face where able - Advanced booking for meetings of 6 or less are encouraged where meetings need to be face to face - Appointments are not required for services - No visitors in workspaces (including staff personnel from other work locations) 	<ul style="list-style-type: none"> - Same as yellow except: - Office open to the public (public areas only), - Appointments preferred - In person meetings limited to 4 or less to be in public spaces only - No visitors in workspaces (including staff personnel from other work locations) 	<ul style="list-style-type: none"> - Same as orange except: - Appointments are required for services - Indoor meetings to be virtual 	<ul style="list-style-type: none"> - Facilities/Offices closed public - Essential Business by Appointment with PPE requirements to be met. - All meetings to be virtual - Alternative payment methods

Access by the Public	<ul style="list-style-type: none"> Physical distancing required Hand Sanitization provided Masks in all public areas Passive screening prior to entry 	<ul style="list-style-type: none"> Same as green plus: Require contact information for all members of the public that enter the facility 	<ul style="list-style-type: none"> Same as yellow plus: Restrict limit of Public based on facility size Deliveries per normal 	<ul style="list-style-type: none"> Same as orange plus: By appointment only Deliveries left outside/on table, managed by guideline 	<ul style="list-style-type: none"> Offices Closed to public
Mitigation Measures (Corporate Guidelines)					
Personnel Protection	<ul style="list-style-type: none"> Maintain 2m physical separation Hand washing Daily employee screening Face coverings when 2m physical distancing is not possible 	<ul style="list-style-type: none"> Same as green plus: Face covering also required when not in personal workspace Personal PPE Kits provided 	<ul style="list-style-type: none"> Same as yellow 	<ul style="list-style-type: none"> Same as orange 	<ul style="list-style-type: none"> Same as red Masks to be worn when on premise and indoors at all times (in office spaces, workspaces, common areas) allowed to remove to eat/drink only.
Essential Training (H&S training required to maintain essential work and services)	<ul style="list-style-type: none"> In person training allowed Work stations set with physical distancing Masks worn when away from workstation Facilities used must comply with 6' distancing of all participants and instructors 	<ul style="list-style-type: none"> Same as green 	<ul style="list-style-type: none"> Same as yellow 	<ul style="list-style-type: none"> Same as orange plus Masks required at training workstations at all times Max 10 participants in training sessions 	<ul style="list-style-type: none"> Same as red
Corporate Training	<ul style="list-style-type: none"> In person training allowed Work stations set with 6' physical distancing Webinar training encouraged Facilities used must comply with 6' distancing of all participants and instructors 	<ul style="list-style-type: none"> Same as green 	<ul style="list-style-type: none"> Same as yellow 	<ul style="list-style-type: none"> Webinar and e-learning training only 	<ul style="list-style-type: none"> Same as red

Internal Staff Cross Training	<ul style="list-style-type: none"> Identify alternate(s) staffing backup training requirements 	<ul style="list-style-type: none"> Develop cross training of alternates for critical essential services 	<ul style="list-style-type: none"> Implement cross training Cross training in person where required, with 2m physical distancing and PPE 	<ul style="list-style-type: none"> Continue cross training as required, with 2m physical distancing and PPE 	<ul style="list-style-type: none"> Virtual Training Only
Vehicles and Equipment	<ul style="list-style-type: none"> PPE required when sharing vehicle Cleaning per guideline 	<ul style="list-style-type: none"> Same as green 	<ul style="list-style-type: none"> Same as yellow except: Limit 1 person per vehicle 	<ul style="list-style-type: none"> Same as orange except: Assign vehicle to individual 	<ul style="list-style-type: none"> Same as red
Common Areas	<ul style="list-style-type: none"> Cleaning per guideline Capacity per posters on doors 	<ul style="list-style-type: none"> Same as green 	<ul style="list-style-type: none"> Same as yellow except: Restrict to 4 people per table as well as capacity, whichever is less 	<ul style="list-style-type: none"> Same as orange except: Staggered use of common areas (lunch rooms) Assign cleaning of common areas to staff 	<ul style="list-style-type: none"> Same as red except: Increase of contracted cleaning services
Deliveries/Service Providers	<ul style="list-style-type: none"> Business as normal within Provincial requirements 	<ul style="list-style-type: none"> Same as green 	<ul style="list-style-type: none"> Limit deliveries to public spaces Limit service personnel within workstations 	<ul style="list-style-type: none"> Limited to public spaces Service providers outside office hours as able 	<ul style="list-style-type: none"> All deliveries to designated locations Select services suspended