

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2020-018

BEING A BY-LAW TO ADOPT A POLICY FOR THE COVID 19 MUNICIPAL OPERATIONS AND SERVICES RE-OPENING PLAN.

WHEREAS the Council of the Municipality of Calvin deems it advisable to adopt a policy for the Covid 19 Municipal Operations and Services Re-Opening Plan under Responsible and Flexible Government regarding a phased approach to re-opening the operations and services the municipality provides during the Covid 19 pandemic.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF CALVIN HEREBY ENACTS AS FOLLOWS:

1. That the Covid 19 Municipal Operation and Services Re-Opening Plan regarding the use of a phased approach to re-opening the municipality during the Covid 19 pandemic on behalf of the Municipality of Calvin, be hereto attached as Schedule "A".

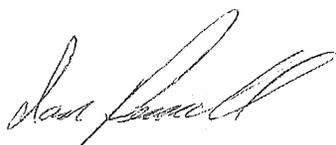
And

2. That this by-law shall come into full force and effect immediately upon final passing of same.

Read a first time this 11th day of August 2020.

Read a second time this 11th day of August 2020.

Read a third time and finally passed in open council this 25 day of August 2020.



MAYOR



CLERK-TREASURER



**COVID-19 Pandemic
Municipal Operations and
Services Re-Opening Plan
Policy**

Purpose

The Municipal Operations and Services Re-Opening Plan outlines the flexible and adaptable strategies of how the Municipality of Calvin will reopen its operations and services safely and affordably for the community. Of paramount importance will be to protect the health, safety, and well-being of the Municipality's employees and the public.

Background/Introduction

On January 30, 2020, the World Health Organization declared the 2019 Novel Coronavirus (COVID-19) a public health emergency of international concern and on March 11, 2020 declared the coronavirus outbreak a global pandemic.

The Government of Ontario enacts a Declaration of Emergency to Protect the Public on Wednesday, March 17. Following the lead of the Province, the Municipality of Calvin made the decision to declare a State of Emergency, effective April 6, 2020.

On April 27, 2020 the Province of Ontario released its framework for reopening the Province, identifying the three key phases of recovery. On May 14, 2020, the Province announced that it had entered "Phase 2: Restart", Stage 1. As a part of Stage 1, the Premier has begun lifting public health restrictions, meaning that some Municipalities operations and services could begin to open when the Municipality was ready. On July 17, 2020, the Province announced that had entered "Stage 3" of the Re-Opening Framework.

Overview

This recovery framework lays out the Municipality's approach to reopening its operations and services as the Province of Ontario moves through its phases of recovery and further eases public health restrictions.

The goals of this framework are:

- To communicate the strategies the Municipality will use to ensure it can safely deliver its operations and services as the Province works through the phases of its reopening strategy.
- To communicate the framework the Municipality will use to determine the costs and capacity requirements of delivering operations and services during the "new normal".

Overall, this framework will produce the information and data that will be required for Council and staff to make service level decisions on whether or not the Municipality opens its various operations and services as Provincial public health restrictions are lifted.

Key Principles of the Framework

The following key principles will guide the Municipality's approach to reopening operations and services:

Principle #1 The Municipality will open up its operations and services on its own timeline, when it is confident that the health, safety, and well-being of staff and the public can be maintained.

Principle #2 The Municipality will open up its operations and services in a scale appropriate and fiscally responsible fashion.

Organizational Recovery – how not when

- How do we bring back employees back into physical workplaces safely?
 - How the public will use our facilities and interact with employees once open such as:
 - Cleaning standards and procedures
 - Hours of operation
 - Physical work locations and distancing requirements
 - Customer service counter
 - Community Center and usage
 - Outdoor Recreation Facilities
 - Landfill - Recycling, Waste Collection, etc.
 - IT requirements
 - How much will it cost to deliver the services in the future state?
 - How much will it cost to deliver the service in the future state?
 - What are the staffing requirements to meet the standards?
 - What is the cost of: PPE, cleaning products, physical barriers, etc?
 - What is the cost impact if physical distancing requires reduced participation numbers?
 - Can the Municipality afford this cost to deliver the service, or are service adjustments required?
- ➔ Council decision required because this is a service level question.

The Municipality's approach is to develop a set of minimum health, safety, and infection control standards for its operations and services for when they are opened. The minimum standard will be based on recommendations, guidance and documents from the following sources:

- North Bay Parry Sound District Health Unit;
- The Ministry of Health and Long Term Care;
- Ontario Health;
- Medical Officers of Health;
- Any other agency recommended by any of the above;
- Existing policies from other municipalities

The Path to Recovery

The Municipality of Calvin will reopen its operations and services safely and affordably. The number one goal will be to protect the health, safety, and well-being of the Municipality's employees and the public.

The path to recovery depends on the Municipality and its residents continued efforts in stopping the spread of COVID-19. The Municipality's operations and services recovery approach will continue to be nimble, and will be adjusted to adapt to changing circumstances as needed.

As the Municipality begins its path of recovery, it is more important than ever for the Municipality and its residents to follow public health advice. Everyone will need to take simple yet important steps to reduce exposure and protect each other, such as: staying home when ill, practicing physical distancing, frequent hand washing, mask wearing and covering a cough or a sneeze. These steps will be critical to ensure operations and services can remain open.

Three Phase Strategy to Reopening

Phase I

- Municipal areas open include: general park areas for walk-through purposes.
- Municipal areas closed include: play equipment, public washroom facilities, sports fields, pavilion, and community centre.
- At this stage, all municipal buildings will be closed to the public including the Public Works Garage and Fire Hall.
- The municipal office will be closed to the public with limited staff physically working from the office. The remainder of staff will work from home.
- All meetings will be virtual.
- All appropriate cleaning procedures and precautions such as physical distancing, mask wearing, etc... will be in effect.

Phase II

- Municipal areas open included Phase I plus limited access to sports fields, community centre and pavilion.
- Municipal areas closed include play equipment and public washroom facilities.
- The municipal office will be closed to the public with full staff returning, meetings with members of the public by appointment only.
- All meetings will be virtual.

- All appropriate cleaning procedures and precautions such as physical distancing, mask wearing, etc... will be in effect.

Phase III

- All Municipal facilities and services will reopen to the public with appropriate cleaning procedures and precautions remaining in effect.
- Municipal areas closed: to be determined based on need and timing.
- Municipal office will open to the public initially by appointment only then move to appropriate screening processes in place prior to entering the building.
- Meetings may resume in-person with physical distancing practices in place or remain virtual if the Procedural By-Law is appropriately changed.
- All appropriate cleaning procedures and precautions such as physical distancing, mask wearing, etc... will be in effect.

Considerations to the Phased Reopening Plan

- This plan is not definitive nor is it prescriptive that it will be strictly adhered to. There may be some services identified that are best suited in a different phase than referenced in this plan.
- Staff, along with the Emergency Control Group, will monitor the situation and make adjustments appropriately.
- Both Council and the public will be kept apprised as recovery efforts are underway once the Phased Reopening Plan during COVID-19 is enacted. Our website will be updated to keep the public informed on the progress at www.calvintownship.ca

Other Actions Towards Reopening and Recovery

- Monitoring and adapting to changing of higher-level government for new relief programs and measures to help local businesses
- Continue working with neighboring municipalities sharing efforts and ideas
- Continue using and upgrading technology to move municipal business forward and provide customer service to residents

Continue with Enhanced Health and Safety Guidelines

The following guidelines apply to all staff and all municipal work locations throughout all 3 phases, unless higher level precautions are stated elsewhere within this policy or an associated policy to the work being done.

Cleaning/Sanitizing

- Ensure cleaning, disinfecting and sanitizing products are available at all work locations.
- Ensure soap is provided at all sinks.
- Ensure high touch areas like doors and door handles, photocopier, countertops, keypads, bathroom and sink fixtures, cabinets, kitchen appliances are sanitized on a regular basis (in accordance with guidelines provided by the Provincial regulations or higher) at the main office, fire hall and public works garage, and a record is kept of such.
- Encourage employees to practice good hand hygiene, coughing or sneezing into their sleeves and to avoid touching their face. Wearing masks when meeting others where the required 6 feet (2 meter) physical distancing requirement is not possible.
- As much as possible, assign municipal vehicles to specific staff and sanitize vehicles between change overs.
- Cleaning, disinfecting and sanitizing of outdoor recreational facilities including the playground and outdoor washroom facilities will be cleaned once a week and signs will be appropriately posted cautioning the public to use the facilities at their own risk. See Appendix 2 for an example of the sign to be posted.
- All common surfaces will be sanitized after every meeting or event in the community hall. All guidelines set out by the Province and the North Bay Parry Sound Health Unit for the use of the kitchen at any and all events.

Physical Distancing

- There will be a maximum of one (1) member of the public permitted in the front reception area at any given time. Signs will be posted on the entrance door advising this. The door will be locked and members of the public will be let in one at a time.
- Masks will be worn by all public as per the order from the North Bay Parry Sound Health Unit, with accommodation being made for those who cannot). If a member of the public does not have a mask available then one will be made available to them. Hand Sanitizer will also be made available at the front reception area.
- If a meeting with a member of the public is required, it will take place in the community center and not in the municipal office. Appropriate precautions of mask wearing and/or physical distancing are required.
- Staff and Council are encouraged to avoid in person meetings and to instead provide services online by telephone, virtual meeting software or other remote means.

- Staff, Council, and visitors are encouraged to maintain a physical distance of 2 meters from others.
- Staff's workstations are to be separated from each other to ensure a 2 meter or greater distance.
- Managers and supervisors are encouraged to stagger lunch and breaks among staff.
- There will be a limit on the number of people in the council chambers at any one time to ensure the appropriate physical distancing is achieved.
- Services will be offered online wherever possible to avoid face to face interactions.
- Ensure no more than 2 employees travel in a vehicle together and only with both occupants wearing a face mask and the passenger sitting in the back seat furthest from the driver.

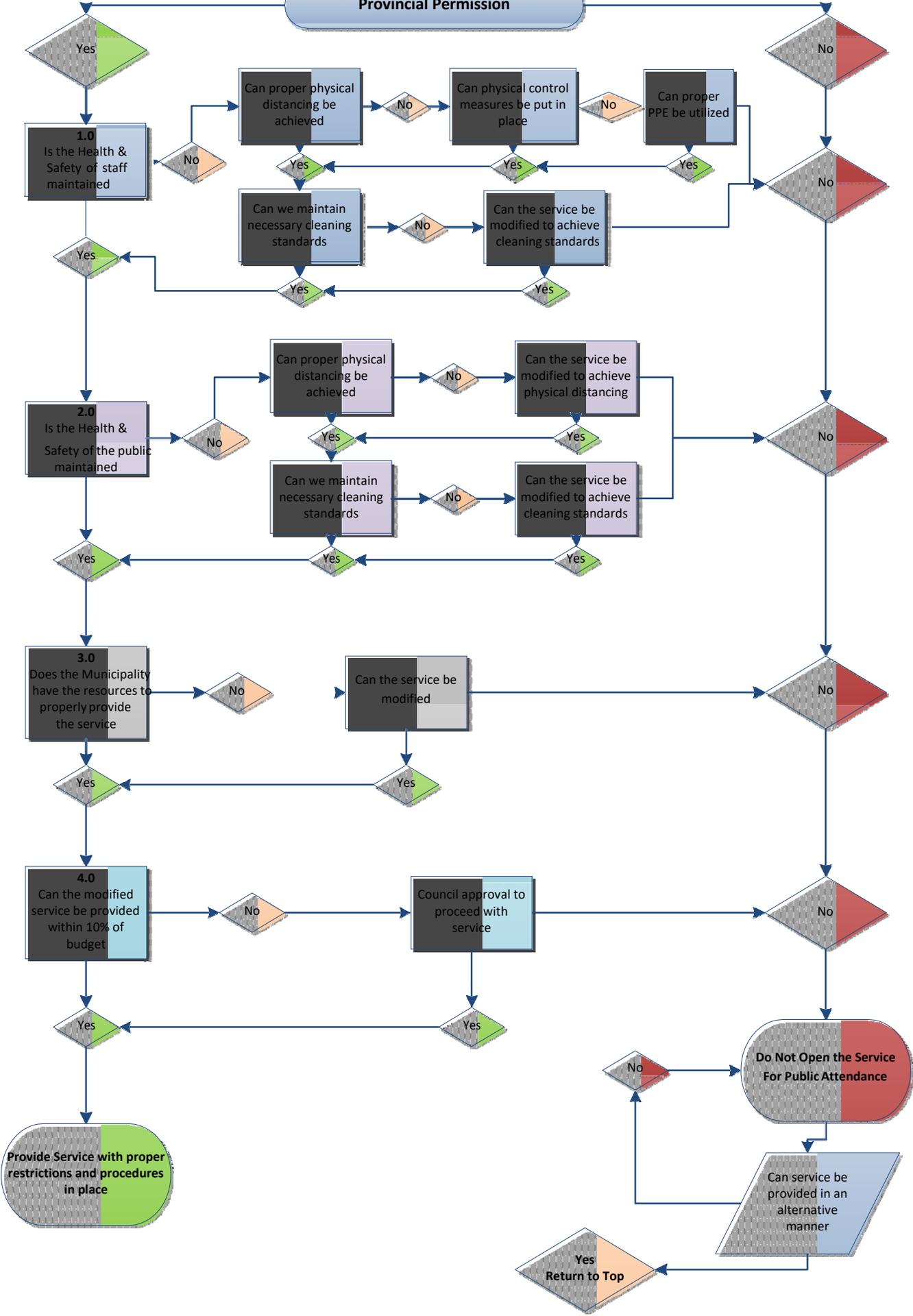
Safety

- All reception counters have barriers in place to separate employees from the public. The counter will be sanitized after each transaction.
- A face mask and gloves are required for any staff entering a resident's home along with physical distancing. For example: for building inspections, etc....
- All employees and Councillors are required to self-monitor and not enter any municipal facility should they experience any COVID 19 like symptoms such as but not limited to fever, cold/flu like symptoms, dry cough, tiredness and if they are already at a municipal facility, then should advise their supervisor or manager and go home and to seek testing.
- Any necessary in person meetings shall take place at in the community center. All attendees must be advised of physical distancing requirements. Immediately following such meeting, all touched surfaces must be sanitized.
- All visitors to any municipal facility must be asked if they exhibit symptoms of COVID 19 such as but not limited to fever, cold/flu like symptoms, dry cough, tiredness and will not be allowed to enter if they do.
- All visitors must be advised of mask wearing and physical distancing requirements before entering a municipal facility.
- Employees, Council, and the public will be kept informed with regular updates and information about the COVID 19 Emergency.
- Information will be posted about physical distancing, good hand hygiene and COVID 19 screening.
- If any member of the public is refusing to adhere to the outlined protocols, then staff will ask that member of the public to leave the building and the appropriate supervisor will be notified of the interaction.

Appendix 1
Municipal Operations and Services Re-
Opening Decision Making Framework

Municipality of Calvin – COVID-19 Re-Opening Decision Matrix

Provincial Permission



Appendix 2

Example of Municipal “Use At Own Risk” Signage for Outdoor Recreational Facilities

Municipality of Calvin
COVID-19
SAFETY WARNING

This Facility is NOT Sanitized Regularly.

Public health officials remind you to:



Stay home if you're sick



Practice social distancing



Avoid touching surfaces



Wash your hands with soap and water frequently

USE AT YOUR OWN RISK.



www.calvintownship.ca