



Serving our Residents since 1914

To All Village of Clyde Residents:

As I am sure you are aware, the Village of Clyde Administration office is currently closed to the public due to the COVID-19 pandemic.

We want you to know that while Administration is operating in a manner that is in line with the recommendations of the Government of Canada, Premier of Alberta, and Alberta's Chief Medical Officer we are still open for business and operating in the best interest of our residents.

In the interest of the Health and Safety of our staff and Council, and in an effort to ensure business continuity, we are practicing social distancing amongst our staff, and are encouraging staff to work apart where possible. After discussions with staff, they were able to choose a rotation which satisfies their wish to ensure safety while completing the necessary work gets completed for our community.

STAFF CURRENT STATUS March 20, 2020

Ron Cust

Will work from his home office primarily and conduct business meetings through virtual and teleconferencing.

For issues that require on site work (**Contractors-Ratepayer Concerns- Emergent Issues**), he will go to a predetermined designated site to meet the contractor/or client at an outside safe location. If a meeting is required inside a structure safe social distancing will be implemented and full gloves and no contact will be implemented as a protocol. The CAO is available 24/7 and will continue to keep Jaye and himself separated to ensure we have business continuity. TSI does have a backup CAO's available if required. This is likely the new CAO work schedule until May 15, 2020.

Ron Home Office Monday to Friday May 15, 2020 Onsite as requested in Clyde Available 24/7 and emergent appointments .

Jaye Parrent

Will work from her home office primarily and conduct business meetings through virtual and teleconferencing.

The banking and other activities will be carried out as required. She will not be in the office Monday -Thursday as Loretta will be on site.

Jaye will work from home Monday -Thursday unless required at the office to ensure business continuity and deal with the financial component of the Village business.

Fridays she will be onsite at the village office to file her weeks work, print what is required and confirm the Village business that week has been completed and is moving forward.

Jaye Home Office Monday to Thursday Weekly until May 15, 2020. Friday onsite in Clyde Available 24/7 and emergent appointments

Loretta

Loretta has requested that she stay at the office Monday to Thursday, as she prefers not to work from home. She understands that Bruce will be operating from his public works office but can be called if there is an issue. We will develop a call out list to ensure that her work environment allows her to have a response from a designated person if she feels sick or in danger in any way. If she takes ill and needs to be in 14 day isolation, then Jaye and or myself will report to the office to continue the work.

Loretta in the Clyde Office Monday to Thursday Weekly until May 15, 2020. Friday is her regular day off!

Bruce

Will be working his regular hours as before and maintain the infrastructure.

Administration has outlined the back up for Bruce's positioning the Clyde Business Continuity Plan set to you previously.

Bruce Monday to Friday May 15, 2020 Onsite as requested in Clyde on weekends Available 24/7 and emergent issues . Backup phone for Bruce is Ron Cust

Thank you,

Ron Cust
CAO