



PANDEMIC PLAN

Working Safely for Our Community

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Updated October 20, 2020

PANDEMIC PLAN

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CORONAVIRUS COVID-19 Information



1.0 INTRODUCTION

The health and safety of our community is of great importance to us as we make decisions for the continued operation of our essential services. The Village of Clyde has activated its Pandemic Response Plan and is taking actions to respond to the COVID-19 pandemic. During this pandemic, the Village of Clyde's priorities are (in order of importance):

- Employee and family health and safety
- Protection of the residents in our community
- Continuity of critical business functions and services

To protect the health and safety of our residents and to maintain continuity of critical business functions and services, the Village of Clyde is providing this handout to reflect our efforts in pandemic preparedness and pandemic response efforts.

The Village of Clyde requires any contractors working on our behalf to put appropriate pandemic measures into place. We have provided the following messages to all employees and contractors and expect them to follow the appropriate protocols:

2.0 HYGIENE

During an outbreak like this—or at any time—good hygiene is critical. The same actions used to reduce the spread of COVID-19 also help prevent the spread of other infectious illnesses like seasonal flu.

- **Wash your hands frequently.** This is the number one way to prevent the transmission of viruses and germs. Use hand sanitizer if you cannot wash with soap and warm water. In between hand washing, you should also try to keep your hands away from your eyes, ears, nose and mouth.
- **Clean your workspace as you go.** Wipe down frequent touch points at your workspace and at home (e.g., mobile and desk phones, keyboards, desk surfaces, armrests, steering wheel), frequently, multiple times daily. Additionally, use a clean tissue to open doors.
- **Sanitize our common areas.** While your workspace is yours to clean, common spaces are a shared responsibility. Janitorial staff are tasked with disinfecting all common touch points which include: door knobs/handles, push bars, meeting rooms, washroom doors/handles and kitchen handles/buttons. However, we encourage you to use disinfectant on hard surfaces after utilizing meeting rooms and use clean tissues to open doors and further prevent the spread of germs. Surfaces should be wiped down at minimum daily.
- **Catch your germs.** Remember to cover your mouth and nose when you cough or sneeze—use the inside of your elbow or shoulder.
- **Feeling Sick? Stay home.** Utilize the Alberta Health Services online self-assessment tool to determine if COVID-19 testing is required. Self-isolate for 10 days. If your conditions worsen, seek out medical advice and attention.
- **Practice healthy habits.** Eat well, exercise daily and get as much rest as you can to support your immune system.

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3.0 TRAVEL

The Village of Clyde has requested that employees and Council cancel or postpone all non-essential domestic or international air travel through November 2021

Employees and Council returning from out-of-country were required to self-isolate for 14 days upon their return, regardless of the country they were visiting.

4.0 PHYSICAL DISTANCING

The Village of Clyde has undertaken significant measures to ensure employees and Council do not spread the COVID-19.

4.1 General Recommendations

- The Village of Clyde Administration Office has been re-opened with modified public operation hours of Monday-Friday from 9:30 am to 11:30 am and 1:30 pm to 3:30 pm. The Public Works Facility, Fire Hall, Lift Stations and Water Distribution Plant continue to be closed to public/visitor access. This will be monitored and closure may be considered if the COVID-19 impact requires further action by the Village.
- Limit occupancy of common spaces to 1 person per 2m² when possible to allow for spacing of at least 2m between individuals when and activity requires employees to work together.
- Proper Personal Protective Equipment including procedure masks must be worn if the 2m² of spacing is not possible.
- Wipe down common areas and touch points such as coffee machines, photocopiers and door handles multiple times daily.
- Post signs to limit common sitting areas (including lunchrooms) to 1 person per table and/or minimum 2 meters between people.
- All council meetings continue to be held electronically.
- Each employee to wipe clean their personal workspace and equipment surfaces using soap and water, disinfectant and wiping after use. Work surfaces include anything routinely touched by hands during work including: desks, phone, keyboards, tools, vehicle steering wheels, etc. This action is performed prior to any change in employees using the workspace, but no less than once daily.
- Reminder signs regarding hand washing and sanitary practices appropriately placed in or near washrooms or wash areas to promote hygiene.
- Hand sanitizers provided through dispensers or other means in locations away from hand washing facilities.

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4.2 Office Space (CAO and Assistant CAO have been relocated to their homes where possible during the second Pandemic wave)

- We have segregated staff into separate working spaces and locations.
- Minimize in-person interaction between employees, to best observe physical distancing practices.
- Rotating Administration staff in the Administration office, when possible, in order to mitigate the potential risk of cross contamination by maximizing the physical separation between key personnel.
- Maintain 2 m separation between employees.
- Wipe down all workstations at the beginning of every shift, throughout the day and upon switching stations.
- All shared handheld equipment to be wiped down before and after each use.
- Door handles, coffee machine and faucets shall be disinfected frequently each day.

4.3 Field Personnel

- Majority of work performed is physically distanced. Limit resident and contractor interactions and maintain 2m spacing.
 - If work cannot be performed while maintaining 2.0 m separation between employees, consider deferring non-essential work and:
 - Complete Resident Self Screening prior to commencing work.
 - Wear an appropriate mask for the task required.
 - Wear Disposable gloves.
 - Continue to demonstrate good hygiene practices.
- Limit of 1 person per vehicle unless wearing the appropriate mask (except in emergency circumstances).
- Defer any non-essential work that requires close resident contact.
- If contact with a resident is necessary, mask will be worn and 4.3 protocol adhered to in all cases

4.4 Meetings

- Maximize video and telephone conferencing.
- Leadership will cancel all non-essential business travel for meetings where social distancing protocol cannot be maintained or has not been planned for.
- Large meetings will be cancelled or facilitated virtually
- Council meetings continuing through to October 2021 via Zoom

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4.5 Training

Cancel all classroom facilitated training unless required to meet emergency response requirements. If training proceeds maintain maximum classroom occupancy outlined in General Recommendations.

4.6 Template

The Village of Clyde thanks ATCO for this template used to create the best practices for the COVID 19 relaunch of the Business Resumption and Operations Relaunch.