

## **MODG COVID-19 Controls and Measures Document**

### **Organization**

- The Municipal Office in Guysborough is closed on March 17<sup>th</sup> and 18<sup>th</sup> to facilitate a thorough cleaning and disinfection, and no staff will be present. Staff are expected to be back in the building on Thursday morning, but for the foreseeable future after that, the Municipal Building will be closed to the general public. After Thursday, staff can be contacted by email with contacts available on our website or by phone at 902-533-3705.
- The Waste Management Facility is a vital service and will remain open. No public access will be permitted at our onsite buildings.
- All Public Works Facilities will be closed to the Public.
- The Chedabucto Lifestyle Complex and all other Municipally Owned Facilities including the Canso Arena, Fitness Centers, Libraries, Museums, etc. will be closed to the public until further notice.
- Canso Seaside Manor and Milford Haven Home for Special Care are Nursing Homes that are owned by the Municipality and policy governed by the Department of Health and Wellness. The Municipality will provide support to our Nursing Home Administrators and Staff as needed; and will follow the lead of the Province on all policy related matters.
- All 'Non-Essential' meetings will be cancelled. Council Meetings will only be held on an 'As-Need' basis, and may be done using teleconferencing.
- All 'Organization-Related' Travel outside the Municipality will be cancelled. Only the most essential travel, as determined by the CAO or Deputy CAO, will be permitted.
- All Contractors who provide services to the Municipality will be expected to follow the guidelines and policies of the Municipality as it pertains the COVID 19 Controls and Measures document; and organizational Pandemic Plan.
- Residents and customers will be encouraged to make payments online, through electronic bank transfers, or by mail.
- Disinfecting of Municipal Buildings and Equipment in use will be a priority; and staff will be re-deployed across the organization as required.
- All Staff will be provided with the applicable safety equipment and materials required to do their jobs appropriately.

- Our Municipality will cross coordinate with other Municipalities as required on EMO measures, backup staff for water treatment facilities, etc.

### **Employees (and Councillors where applicable)**

- If Employees are sick, they are to stay home until they no longer have any symptoms.
- If Employees have a fever, they are required to stay home at least 72 hours after the fever has gone away.
- For the foreseeable future, sick leave notes will not be required.
- Full time and part time employees will continue to be paid salary and benefits, even if some part time employees are not required to report to work on a given day.
- If an employee runs out of sick leave, they will be asked to discuss it with their Supervisor.
- All staff will have been advised “If in the unlikely event a member of their family becomes infected, or if they come in contact with someone who has been infected, they are to a) call 811 b) self-quarantine themselves for a minimal of 14 days and c) advise their supervisor so that we can take the appropriate steps to advise other staff members of what they might need to do.
- All staff will be advised “If they, or a family member who lives in their household, have been out of Country, they are to self-quarantine for a period of 14 days.”
- All staff will be asked to adhere to social distancing guidelines and to stay a minimal of 6 feet or 2 metres away from your fellow staff, where possible and practical.
- The Municipality understands the predicament that some families may be in as a result of schools closed. That said, we are a local government and some services are essential. Staff should make a request for annual leave and sick leave as per normal policy.
- With respect to people working from home, only a small number of employees in the organization can work effectively from home. Requests will be considered on a case by case basis by the CAO, but we would ask staff to consider the needs of their fellow employees in the workplace, before making the request.
- It is recognized that these are very stressful times for our employees as it is for the general public. We would encourage staff to reach out for help in the event they need it. They will be encouraged to take advantage of their Employee Assistance Plan, or to reach

out to those who they feel comfortable with in and outside the organization, as well as the CAO. As interaction with the public is expected to be minimal, employees working in an office environment can choose to wear relaxed clothing.

- All staff will be encouraged to take their breaks, and to take their lunch breaks; and where necessary Management will be encouraged to be flexible with and be cognizant of all employee needs.
- Staff will be encouraged to take their own precautions of washing hands, social distancing, using safety gear as applicable, etc.

### **Community**

- Community members and groups are strongly encouraged to follow all Municipal, Provincial, and Federal Recommendations.
- It is strongly recommended that groups suspend all meetings, events, gatherings, meals, recreational activities, etc. for the foreseeable future.
- Residents are encouraged to adhere to the 14-day self-isolation requirement, not only for themselves and families, but the population as a whole; and to be proactive and part of the solution, not the problem.
- If community group owned buildings are required to be open, as a minimum, provide hand sanitizers; and follow strict disinfecting measures for all common surfaces.
- Residents are encouraged not to get persuaded by “fake news”! Please rely on traditional news media as well as Provincial and Federal Resources for correct information.
- Practice Social Distancing rules of staying 6 feet or 2 metres away from others.
- Residents will be encouraged to think of others as you maybe a carrier and not know it; not have any symptoms; but cause hardship on those who are elderly, who have underlying health conditions, or have a compromised immune system. This is why self-isolation is so important!
- Residents will be encouraged to use the outdoors for their individual fitness and recreation needs.

Adopted By Council on March 16, 2020.  
Amendment #1 by CAO on March 17, 2020 (Building Closures)