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| Date | Wednesday, June 10, 2020 |
| From | Anne Marie Shaw, Interim CAO |
| Subject | Return to Workplace Recovery Plan |
| Report | No. CAO2020-09 |

Recommendation

That report CAO2020-09 regarding a return to workplace recovery plan for COVID 19 be considered;

And That, staff be directed to take the necessary steps to comply with Provincial and Public Health guidelines as we work towards a return to work strategy including working remotely, phased in office attendance, proper PPE, physical distancing and other appropriate measures;

And That, staff be directed to create a strategy for a return to workplace that focuses on phases and report back to council.

Background

The Province announced its recovery plan with varying stages of return to work in its document [Re-opening Ontario](#)

This document outlines a plan for a gradual, safe and measured reopening of Municipal facilities and programs and services. It is based on three stages.

Since COVID-19 began the Township has taken steps to ensure the safety of its employees and residents. We closed municipal facilities and followed orders from the Province to close amenities. We found new ways for keeping the business of the Township moving forward such as working from home, staggering office days, video capacity for council meetings, virtual meetings.

This virus will continue to have an impact on our community for many months to come. As we move into the Recovery Phase we continue to create plans to keep our residents and employees safe.

As we move towards Phase 2 it is important to start planning for the gradual re-opening of the Township Administrative Office and other Buildings. Planning will be based on advice and recommendations from Public Health, the Province and Health Canada.

In the second stage, the Province will consider:

- opening more workplaces
- opening more public spaces
- allowing some larger public gathering
- continued protections for vulnerable populations

Georgian Bluffs needs a return to workplace plan to respond to phase two and three of the Provinces re-opening plan during COVID 19. The return to workplace plan will focus on four key mitigation measures:

1. **Access Controls:** Screening for employees, visitors and vendors.
 - Daily screening tool;
 - Declaration for staff and visitors to complete prior to entering building;
 - Procedure for staff with symptoms,
 - Response team for confirmed cases.
2. **Physical Distancing:** physical distancing of six feet between employees and how people move through the office.
 - Controlling the number of people that attend the office
 - Continuing with working remotely when possible
 - Virtual meetings, meeting guidelines
 - Reduce people flow in hallways, stairs
 - Safe eating arrangements
3. **Personal Protective Equipment:**
 - Prepare environment for visitors
 - Plexiglas, gloves, masks as appropriate
 - Supply
4. **Office Cleaning and Hygiene:** ensure frequency of clean meets local Public Health recommendations based on phase of recovery.
 - Ensure staff, visitors and contractors have a place to wash hands
 - No touch office environment where possible
 - Cleaning wipes near equipment, hand sanitizer on site

- Cleaning supplies available for own office area

As noted by the Province return to workplace is to be gradual and measured. There are a number of procedures being developed to ensure we are in compliance with provincial guidelines. Such as:

- Social distancing
- Screening: Active and/or passive
- Design of Office- layout, traffic, Plexiglas barriers
- Meeting Rooms
- Access to the building
- Consideration for PPE
- Disinfecting and Cleaning Protocols
- Visitors to the Building
- Incident Reporting
- Use of Common Equipment
- New Customer Service Protocols

Analysis

It is important to note that many of the changes adopted to respond to the pandemic will likely be in place for some while. Staff are proposing the following stages for working as there may be cause to float back and forth between the stages

| Stage 4 |
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| <ul style="list-style-type: none"> • Building Closed to Public • All work that can be done remotely is done from home • For work that cannot be completed remotely, Departments arrange for work schedule that minimizes interaction • Screening before entering work site • Physical distancing in place • Enhanced cleaning |
| Stage 3 |
| <ul style="list-style-type: none"> • Building remains Closed to Public • Staff begin re-integrating on rotating schedule to allow for greater physical distancing; screening and PPE protocols in place • Enhanced cleaning |

- No gatherings - meetings done remotely

Stage 2

- Building Open to Public by Appointment Only with screening protocols in place
- Staff still in building on a rotating schedule
- Proper PPE in place to provide protection for staff and public, for example Plexiglas
- Screening of staff and visitors
- Enhanced cleaning protocols
- Gatherings limited with safety precautions in place

Stage 1

- Building Open to Public with screening protocols in place
- Staff in the office or rotational
- Proper PPE in place to provide protection for staff and public, for example Plexiglas
- Screening of staff and visitors
- Enhanced cleaning protocols
- Gatherings permitted with safety precautions in place

Conclusion

Staff will bring forward a workplace plan for return to work during the recovery phase.

Supporting Documentation

Respectfully Submitted:

Anne Marie Shaw

Interim CAO