

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

From: Mark Tatchell, CAO and EOC Director

Date: May 15, 2020

Re: Emergency Operations Centre - update

PURPOSE OF REPORT:

To provide Council with an update from the Village's EOC regarding COVID-19 response and related activities.

The report is structured according to the standard EOC organization sections.

B.C.'s RE-START PLAN

Beginning May 19th, B.C. moves into Phase 2 of the Re-Start Plan (Phase 1 included essential services operating since the State of Provincial Emergency was declared on March 17, 2020). Under Phase 2, the following workplaces and services, which specifically pertain to Village operations, will re-open, under enhanced protocols:

- Museums
- Office-based worksites
- Recreation and sports
- Parks, beaches, and outdoor spaces
- Child care

Work is under way to develop and implement the enhanced protocols so services can be provided. The status of the work to prepare these protocols is described in this report.

OPERATIONS:

Social distancing has been implemented since March 17th in all municipal work places. No public are permitted in any of these workplaces. All Village facilities (Municipal Hall, Fire Hall, Public Works and Rec Centre) are sanitized at least once per day Monday to Saturday.

Municipal Hall:

All finance, administrative, planning and project activities are fully operational. To comply with social distancing two work “pods” of two persons/pod alternate working in the office. Those working remotely are connected to the Village’s network and server to ensure we meet FOIPPA requirements and for cyber-security reasons. The work “podding” will continue as long as social distancing is required by the PHO.

To prepare to open to the public, the following modifications have been made:

- Plexiglass barrier installed at the front counter
- Decals affixed to the floor to demarcate 2-meter distances
- Doorbell installed so staff can be alerted when a member of the public has arrived.

A protocol has been developed for greeting customers and processing financial transactions. Staff are encouraged to wear a mask if they believe they have been in contact with a person or space where there is a heightened risk of infection transmission. However, mask wearing is not required as long as social distancing is maintained. Further details on the protocols for re-opening are described in the Planning Section below.

The Municipal Hall will open to the public during the week of May 25th.

Operations/Public Works

All Village operations are continuing and infrastructure is being maintained. Social distancing has been implemented as much as possible. One person per vehicle at all times and breaks are staggered to reduce the number of personnel in the office. Vehicle interiors are disinfected daily. Where social distancing is not possible, for example, working in the sanitary sewer trench on Tootouch, masks are being worn. If tailgate meetings are required, personnel stand at least 2 metres apart. The Free Store remains open as social distancing is being observed at this site. Operational Guidelines have been written and implemented for wastewater operations and solid waste and recycling services.

Recreation Centre

The Rec Centre remains closed. Daycare has been providing service to essential service worker families, but will re-open in the near future. Details on the Daycare enhanced protocol plan under Phase 2 are described in the Planning section.

The Director of Recreation is working from the Recreation Centre. All other staff have been laid off or re-deployed.

Tahsis Volunteer Fire Department and Protective Services

The Fire Department is fully operational. Wednesday night drill practice remains cancelled; however, this is under review. The department is carrying out Sunday training outdoors during the day while maintaining social distancing. Members are wearing masks when traveling together in the apparatus.

An acting Fire Chief has been appointed to ensure continuity the service. All fire apparatus are sanitized and ready to be deployed in response to any emergency. All fire department members have been trained on the COVID-19 medical protocol to assist with BC ambulance. BC Fire Chiefs' Association provides updates on medical protocols and fire response practice in the COVID-19 environment

There is no bylaw enforcement officer, due to a lag in SRD hiring. Building inspection services are available, but subject to SRD COVID-19 protocols.

The RCMP continue to deliver response to call and routine patrols. The Nootka Sound detachment is at full strength. The detachment commander checks in at least weekly. The RCMP provides some bylaw enforcement services.

PLANNING:

Office Setting

The Re-Start Plan requires that the Village develop and implement a plan for opening the Municipal Hall that covers procedures for:

- Self-monitoring
- Physical distancing
- Personal hygiene
- Cleaning and disinfecting
- Signage
- Meeting protocols
- Mental health
- Document handling
- PPE
- Customer greeting and financial transactions

Staff are reviewing plans prepared by other local governments for applicability and completeness to the Village of Tahsis.

Child Care Setting

Daycare policies and procedures have been prepared so that the facility can re-open to serve all families in the community. The Daycare's policies and procedures adhere to the Province's guidelines for child care facilities, which include three key components:

- Routine daily symptom screening for all staff and students.
- Routine and frequent environmental cleaning.
- Explicit policy for children or staff who have the symptoms of a cold, flu, or Covid-19 with any coughing or sneezing not coming in to child care settings.

In consultation with the Vancouver Island Health Authority, a daily questionnaire has been developed which will be used to screen children and staff. A letter will be sent to all families informing them that the Daycare is open under these enhanced protocols.

Other Plans

Plans for enhanced protocols are also required for the Rec Centre, Tahsis Museum and Village parks and trails. Staff will work on these protocols over the next few weeks.

A comprehensive Business Continuity Plan has been written and is undergoing a review. The plan should be ready for Council's consideration in June.

LOGISTICS:

The Village has a 3 to 4 week supply on hand of the requisite PPE. Staff continue to place orders and receive shipments. Supply has not been an issue. As of this date, the Village has the following key PPE supplies:

N95 masks –	107
Face Shields -	4
Nitrile gloves -	10 boxes
Tyvek suits -	31

Other PPE are in supply as well. The Logistics section head is monitoring PPE and other supplies to ensure supply continuity. The Village is well-stocked with cleaning supplies, hand sanitizer and disinfectant wipes.

FINANCE AND ADMINISTRATION:

Staff have submitted three claims and three Expenditure Authorization requests to EMBC for approval and reimbursement of Village COVID-19 response costs. The Expenditure Authorizations have been approved. No payments have been received to date.

Respectfully submitted:

A handwritten signature in dark ink, consisting of a series of fluid, connected strokes that form a stylized, cursive name.

Mark Tatchell, CAO and EOC Director