

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

From: Mark Tatchell, CAO and EOC Director

Date: May 28, 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. 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.

On June 1, in-person service will begin at the Village office. A WorkSafe BC compliant COVID-19 safety plan has been developed, shared with staff and posted in the office. Key measures are:

- Two work “pods” of two person pods alternate working in the office. When working remotely all staff 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 and WorkSafe BC.
- Occupancy limits have been established for the staff area and Council Chambers
- Plexiglass barrier installed at the front counter
- Decals affixed to the floor to demarcate 2-meter distances
- Signage posted restricting access to no more than one person
- Workstation and peripheral equipment installed at the front counter for staff
- Staggered breaks and protocol for communal space, e.g., kitchen area
- Detailed procedures for cleaning

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.

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, but beginning to plan the re-opening. Outdoor recreational programming is being offered.

Daycare has been providing service to essential service worker families, but will re-open in the near future to all families wanting child care. Details on the Daycare safety 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 has recommenced. 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 essential services, i.e., response to call policing 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

Details on the WorkSafe BC compliant safety plan are above. Staff will monitor any issues that arise during June and relay feedback and concerns to the EOC.

Outdoor spaces and Trails

A safety plan has been prepared for municipal trails. Once reviewed and approved by the EOC, this will be implemented.

Operations/Public Work

A WorkSafe BC compliant safety plan has been prepared based on previous COVID-19 operational guidelines.

Fire Department

A WorkSafe BC compliant safety plan has been prepared for the Tahsis Volunteer Fire Department.

Child Care Setting

WorkSafe BC released guidelines for child care facility safety plans on May 26th. With the release of these guidelines staff are reviewing the Village's draft policies and procedures and will revise as necessary. Once the EOC has completed the safety plan, the daycare will re-open for all families.

Recreation Centre

WorkSafe BC released the sector guidelines for Gyms and Fitness Centres on May 23rd. Staff are working on developing the safety plan which will include rules on social distancing, occupancy limits, cleaning, plexiglass barriers and other measures. As an aside, Seniors' Centres are also required to have WorkSafe BC safety plans.

Tahsis Museum/Tourist Information Centre

Work has not started on the WorkSafe BC compliant safety plan for this facility.

Other Plans

A comprehensive Business Continuity Plan has been written and reviewed by management staff. This will be included on Council's June 16th regular meeting agenda.

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 –	120
Face Shields -	4
Nitrile gloves -	10 boxes
Tyvek suits -	20

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. EMBC has verbally indicated that recovery related activities by local governments and First Nations are ineligible for reimbursement, however, this information has not been confirmed in writing. Moreover, EMBC has not provided details as to which activities constitute “recovery” especially as Province has extended the SOPE.

Respectfully submitted:



Mark Tatchell, CAO and EOC Director