

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

From: Mark Tatchell, CAO and EOC Director

Date: June 9, 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 recovery activities.

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

B.C.'s RESTART PLAN

On May 19th, B.C. moved into Phase 2 of the Restart 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, are re-opening under enhanced protocols:

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

Enhanced protocols have been developed and implemented in most settings so services are being provided.

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.

In-person service began on May 27th 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.

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. The WorkSafe BC safety plan has been written, staff have been consulted on it and it is posted at the public works yard.

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 re-opens on June 15th to 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:

WorkSafe BC safety plans have been written, shared with staff and implemented for the following settings:

- Village office
- Outdoor spaces and trails
- Operations/Public Works
- Fire Department
- Daycare

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 has been reviewed by management staff. This is 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 formally informed all local governments that recovery related activities by local governments and First Nations are ineligible for reimbursement. This may result in the Village absorbing additional costs to meet provincial requirements.

Respectfully submitted:



Mark Tatchell, CAO and EOC Director