

Re-Open South Huron

A GUIDE TO OUR NEW REALITY

Guiding Principles

- Phased approach
- Gradual, safe and measured
- Focused on municipal facilities, services and programs
- Aligned with Province, depending on the conditions that South Huron faces
- Updated regularly and will evolve

Guiding Principles

- Protection of Public Health
- Core Services
- Maintenance of Facilities and Assets
- Community Priorities
- Economic Recovery
- Health, Well-being and Productivity
- Legal or Regulatory Requirements
- Resource Availability

Phase One: The Early Stages

- All municipal facilities and offices closed to the public
- Recreation programs and events cancelled/postponed
- Limited return to the workplace
- Many staff continue to work from home. Essential staff continue to work under enhanced health and safety guidelines.
- Restrictions on the number of people gathering
- Many services available online

Phase Two: Gradual Recovery

- Active and passive parks re-open under new guidelines/restrictions
- Where required, staff return under enhanced health and safety guidelines. Many staff working from home.
- Restrictions on the number of people gathering
- Most outdoor municipal amenities are open to the public
- Many services available online

Phase Three: Our New Reality

- **Two elements in this Phase. Mid July – September and September to December**
- Most facilities and offices reopen to the public in a phased approach with enhanced health and safety guidelines
- Town Hall to first open by appointment only and then later to walk-in service where general building access becomes limited
- Measures to enable physical distancing and health screening upon entry
- Most recreation programming and events return under enhanced health and safety guidelines

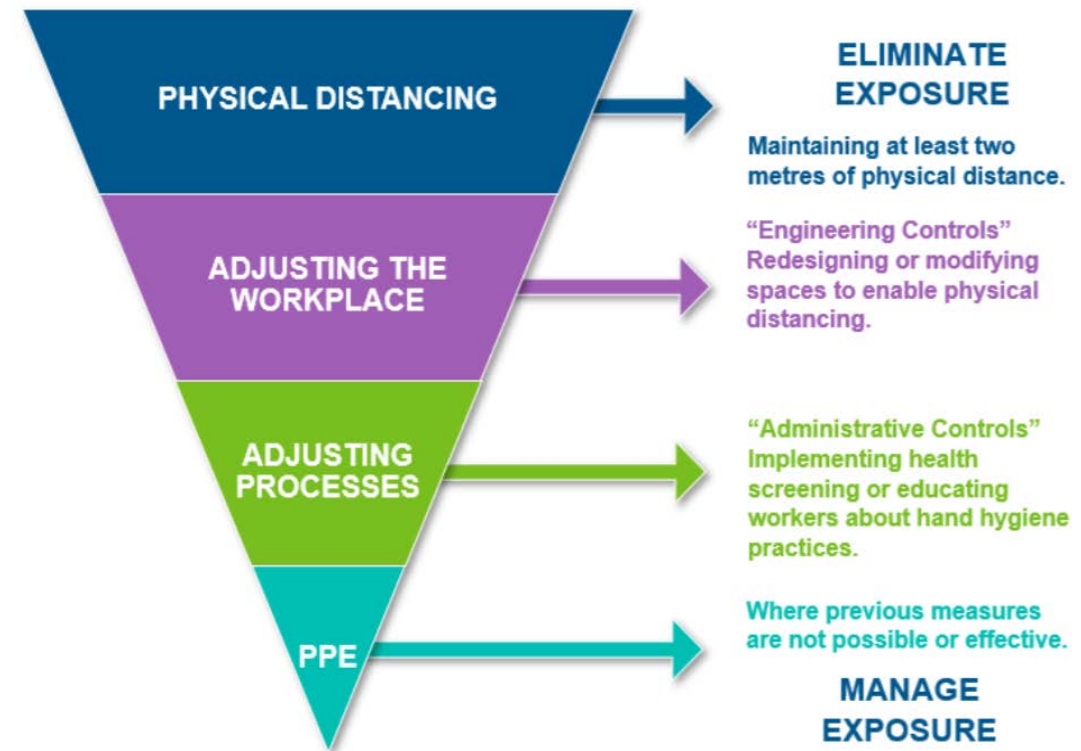
Phase Three: Our New Reality

- South Huron Recreation Centre to open first to limited activities and broadening based on Provincial Orders
- Relaxed restrictions on the number of people gathering to follow the Provincial Orders
- Some staff continue to work from home or a combination
- Outdoor municipal amenities are open to the public

Ensuring Safe Working Environments

Eliminating risk

1. At the source- elimination, substitution, redesign, isolation, automation
2. Along the path- relocation, barriers, absorption, dilution
3. At the worker- administrative controls, orientation, training and supervision, work procedures, emergency planning, housekeeping, hygiene practices, personal protective equipment





Safe Work Environments

- Office Space
- Meeting and Training Rooms
- Lunchrooms and Kitchens
- Washrooms
- Reception Areas, Customer Service Counters, Council Chambers and other Areas for the General Public
- Municipal Vehicles
- Outdoor Workers
- Maintenance Buildings and Yards
- Landfill
- Community Centres
- Recreation Centres and Museums
- Home Offices
- Parks

Legislative Services

Service	Initial Response to Covid-19	Phase One: Early Stages	Phase Two; Gradual Recovery	Phase Three; Our New Reality
Legislative Services	<ul style="list-style-type: none"> • Some administration staff working from home. • Council/Committee of the Whole meetings proceeding virtually. • Public counter closed. Some services available online. • Civil marriage ceremonies, commissioning services and issuance of marriage licences are suspended. • Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> • Some administration staff working from home. • Technological changes to enhance ability to work from home and continue service on modified basis. Public counter closed. Some services available online. • Council/Committee of the Whole meetings proceeding virtually. • Civil marriage ceremonies, commissioning services and issuance of marriage licences are suspended. • Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> • Some administration staff working from home. • Technological changes to enhance ability to work from home and enable more pre-Covid-19 services. • Commissioning services are available by appointment. • Marriage licensing application forms completed online. Licences issued by appointment only. • Council/Committee of the Whole meetings proceeding virtually. • Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> • Administration staff return to the workplace under enhanced health and safety guidelines. Some staff still working from home. • Civil marriage ceremonies by appointment and subject to gathering limit set by Province. • Council/Committee of the Whole meetings proceeding virtually • Operations continuing under enhanced health and safety guidelines.

Financial Services

Service	Initial Response to Covid-19	Phase One: Early Stages	Phase Two; Gradual Recovery	Phase Three; Our New Reality
<i>Financial Services</i>	<ul style="list-style-type: none"> Some administration staff working from home. Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> Some administration staff working from home. Technological changes to enhance ability to work from home and continue service on modified basis. Payments offered online. Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> Some administration staff working from home. Technological changes to enhance ability to work from home and enable more pre-Covid-19 services. Expanded payment options offered online. Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> Administration staff return to the workplace under enhanced health and safety guidelines. Some staff will continue to work from home. Technological changes to streamline new ways of providing most services. Interaction with public will be by email or phone as this is a back end service.

Water/Waste Water

Service	Initial Response to Covid-19	Phase One: Early Stages	Phase Two; Gradual Recovery	Phase Three; Our New Reality
<i>Water/Waste Water</i>	<ul style="list-style-type: none"> • Staff working from home. • Delivery of essential services related to wastewater collection treatment and construction. • Delivery of essential services related to drinking water distribution and construction. • Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> • Staff working from home. • Delivery of essential services related to wastewater collection treatment and construction. • Delivery of essential services related to drinking water distribution and construction. • Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> • Delivery of essential services related to wastewater collection treatment and construction. • Delivery of essential services related to drinking water distribution and construction. • Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> • Delivery of all services related to wastewater collection treatment and construction. • Delivery of all services related to drinking water distribution and construction. • Operations continuing under enhanced health and safety guidelines.

Landfill

Service	Initial Response to Covid-19	Phase One: Early Stages	Phase Two; Gradual Recovery	Phase Three; Our New Reality
<i>Landfill</i>	<ul style="list-style-type: none">• Site closed to public• Operations continuing under enhanced health and safety guidelines.	<ul style="list-style-type: none">• Site opened on reduced hours to public.• Operations continuing under enhanced health and safety guidelines.	<ul style="list-style-type: none">• Site opened to normal operations under enhanced health and safety guidelines.	<ul style="list-style-type: none">• Site opened to normal operations under enhanced health and safety guidelines.

Building Services

Service	Initial Response to Covid-19	Phase One: Early Stages	Phase Two; Gradual Recovery	Phase Three; Our New Reality
<i>Building</i>	<ul style="list-style-type: none"> Inspections suspended. Administrative operations continued under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> Some inspections started on a case by case basis under enhanced health and safety guidelines. Administrative operations continued. 	<ul style="list-style-type: none"> More inspections occurred still on a case by case basis under enhanced health and safety guidelines. Administrative operations continue. 	<ul style="list-style-type: none"> Regular inspections under enhanced health and safety guidelines. Administrative operations continued. Appointments on-site or virtually by appointment

Transportation

Service	Initial Response to Covid-19	Phase One: Early Stages	Phase Two; Gradual Recovery	Phase Three; Our New Reality
<i>Transportation</i>	<ul style="list-style-type: none"> • Delivery of essential services related to roadway maintenance, and accident emergency response. • Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> • Delivery of essential services related to roadway maintenance, and accident emergency response. • Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> • Delivery of all services related to roadway maintenance, and accident emergency response in modified way. • Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> • Delivery of all services related to roadway maintenance, and accident emergency response in a modified way. • Operations continuing under enhanced health and safety guidelines.

Cemetery

Service	Initial Response to Covid-19	Phase One: Early Stages	Phase Two; Gradual Recovery	Phase Three; Our New Reality
<ul style="list-style-type: none"> Grave side services 	<ul style="list-style-type: none"> Grave side services limited to immediate family of no more than 10 people. 	<ul style="list-style-type: none"> Grave side services limited to immediate family of no more than 5 people. 	<ul style="list-style-type: none"> Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> Grave side services in accordance with guidelines.

Facilities Services

Service	Initial Response to Covid-19	Phase One: Early Stages	Phase Two; Gradual Recovery	Phase Three; Our New Reality
<i>Facilities</i>	<ul style="list-style-type: none"> Facilities closed Essential maintenance and construction projects. Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> Facilities closed Essential maintenance and construction projects. Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> Facilities closed Regular maintenance resumes. Preparation for phase three opening underway. Operations continuing under enhanced health and safety guidelines 	<ul style="list-style-type: none"> Facilities open under provincial regulations for specified use. Uses will expand as province allows. Operations continuing under enhanced health and safety guidelines.

Parks Services

Service	Initial Response to Covid-19	Phase One: Early Stages	Phase Two; Gradual Recovery	Phase Three; Our New Reality
<i>Parks</i>	<ul style="list-style-type: none"> • Closure of all park structures and sports fields, dog park, skate park, park washrooms, splash pads. • Essential Maintenance • Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> • Passive Parks reopening • Additional maintenance items resume (grass cutting/gardening). • Active parks reopen under provincial restrictions. Dog park, soccer fields, skate park and baseball diamonds. • Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> • Park structures, splash pad, public washrooms reopen. Water fountains remain closed. • Limited use of sports fields (no games). • Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> • All park amenities open in accordance with Provincial regulations and guidelines. • Operations continuing under enhanced health and safety guidelines.

Fire & Emergency Services

Service	Initial Response to Covid-19	Phase One: Early Stages	Phase Two; Gradual Recovery	Phase Three; Our New Reality
<i>Fire</i>	<ul style="list-style-type: none"> Suspended training Suspended response to medical calls Continued response to emergencies under enhanced health and safety guidelines. Suspended in person public education Suspended inspections 	<ul style="list-style-type: none"> Started training under new schedule with reduced staff Continued response to emergencies under enhanced health and safety guidelines. Suspended in person public education Suspended inspections 	<ul style="list-style-type: none"> training with reduced staff Continued response to emergencies under enhanced health and safety guidelines. Suspended in person public education Some inspections based on priority. 	<ul style="list-style-type: none"> Full service to be delivered. Operations continuing under enhanced health and safety guidelines

Programs

Service	Initial Response to Covid-19	Phase One: Early Stages	Phase Two; Gradual Recovery	Phase Three; Our New Reality
<i>Programs</i>	<ul style="list-style-type: none"> All programs suspended Staff working from home. 	<ul style="list-style-type: none"> Staff return partially in office and remainder at home under enhanced health and safety regulations. Staff explore new options for online programming. 	<ul style="list-style-type: none"> Staff return in office. Staff develop online programming and some in person outdoor programming based on Provincial regulations. This is done partially in coordination with community members. Operations continuing under enhanced health and safety guidelines 	<ul style="list-style-type: none"> Continue to develop online content meeting needs of all ages and continue to build new partnerships to address new programming needs. Operations continuing under enhanced health and safety guidelines

Human Resources

Service	Initial Response to Covid-19	Phase One: Early Stages	Phase Two; Gradual Recovery	Phase Three; Our New Reality
<i>Human Resources</i>	<ul style="list-style-type: none"> • Staff working from home. • Hiring for essential services and critical support continue virtually. Non-essential hiring deferred. • Focus on providing support tools for health and safety of staff. 	<ul style="list-style-type: none"> • Staff working from home. • Hiring for essential services and critical support continue virtually. Non-essential hiring deferred. • Focus on providing support tools for health and safety of staff. 	<ul style="list-style-type: none"> • Staff working in office. • Hiring for essential services and critical support continue virtually. Non-essential hiring deferred. • Focus on providing support tools for health and safety of staff. 	<ul style="list-style-type: none"> • Staff working in office. • Hiring all positions continue. • Continue to focus on providing support tools for health and safety of staff.

Communications

Service	Initial Response to Covid-19	Phase One: Early Stages	Phase Two; Gradual Recovery	Phase Three; Our New Reality
<i>Communications</i>	<ul style="list-style-type: none"> All staff working from home. Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> All staff working from home. Evaluating new ways to communicate with public during Covid-19. Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> Staff starting to return to office. Evaluating new ways to communicate with public during Covid-19. Operations continuing under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> Staff have returned to office. Evaluating new ways to communicate with public during Covid-19. Operations continuing under enhanced health and safety guidelines.

Office of the CAO

Service	Initial Response to Covid-19	Phase One: Early Stages	Phase Two; Gradual Recovery	Phase Three; Our New Reality
<i>Office of the CAO</i>	<ul style="list-style-type: none"> Focus shifted to communication and coordination due to COVID-19. Organizational oversight continues under enhanced health and safety guidelines. 	<ul style="list-style-type: none"> Focus shifted to communication and coordination due to COVID-19. Organizational oversight continues under enhanced health and safety guidelines. Development applications still submitted and consultation meetings conducted virtually. 	<ul style="list-style-type: none"> Focus shifted to communication and coordination due to COVID-19. Organizational oversight continues under enhanced health and safety guidelines. Development applications still submitted and consultation meetings conducted virtually. 	<ul style="list-style-type: none"> Operations continue under enhanced health and safety guidelines

Moving Beyond September

Continue to follow a systematic and phase approach by following the Provincial Orders and Regulations

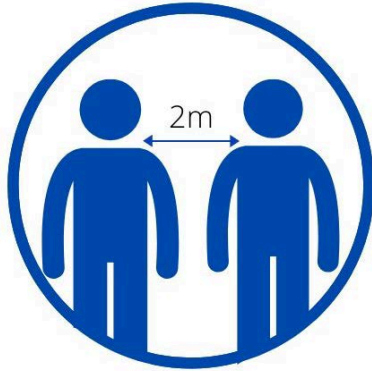
Follow the guidelines and best practices of Huron Perth Public Health

Adhere to the guiding principles within this document

Safe Work Environments



PPE



Physical Distancing



Health Screening



Cleaning



Stop the Spread



Communication

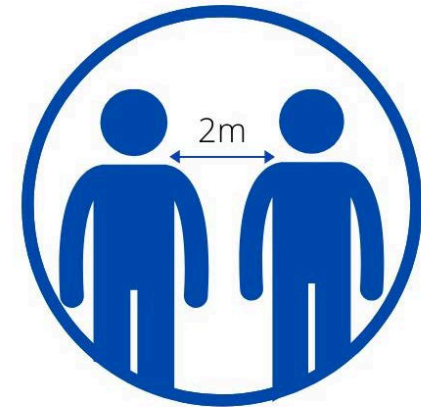
Cleaning

- Ensure cleaning and disinfectant products are accessible
- Train employees on the proper use of cleaning and disinfectant products
- Ensure high-touch areas like doors, door handles, counter tops, shared touch screens and phones are cleaned regularly
- Inform employees about the schedule and frequency of third-party cleaners



Physical Distancing

- Ensure employees can maintain a physical distance of two metres from others
- Post signs indicating maximum number of people allowed in smaller spaces
- Use signage, floor stickers or arrows to direct the flow of traffic
- Install barriers to counters where the public has access
- Offer services online where possible to avoid face-to-face interactions



Stop the Spread

- Encourage employees to practice good hand hygiene
- Provide soap at all sinks
- Provide alcohol-based hand sanitizer where soap/water is not available
- Educate employees about coughing or sneezing into their sleeves
- Stay home if you are sick
- Place garbage cans at entrances and exits
- Discourage employees from sharing desks, chairs phones, keyboards or other equipment



Health Screening

- Ensure all employees complete and pass the health self-screening before attending work.
- Post signage for visitor health screening and direct them to contact Public Health Services for more information.



PPE

- Provide personal protective equipment where required



Communication

- Provide employees with regular updates and information about the COVID-19 situation
- Share all relevant Standard Operating Procedures, schedules for cleaning and disinfecting, and other key information
- Post information about physical distancing, good hand hygiene and health screening
- Share updates from senior management regularly



Critical Program Impacts/Decisions

- Port Blake



Wash hands for at least 20 seconds with soap and water



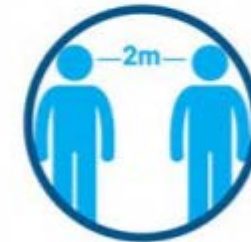
Avoid touching eyes, nose or mouth



Cough and sneeze into your sleeve



Clean and disinfect frequently touched objects and surfaces



Physical distance - stay 2 metres away from others



Wear a face covering when physical distancing is a challenge

Critical Program Impacts: Port Blake

Operational Considerations

- Regular operating hours. (9am to 6pm)
- Amenities need to be locked after operating hours
- No cash transactions
- Modifications to the gate house to ensure health and safety of staff (Lexan)
- Modify staff scheduling and increase staff hours to ensure amenities are clean.
- Washrooms cleaned twice a day
- Will need to put a cap on the number of vehicles/people in the park at a given time.

Critical Program Impacts: Port Blake

Operational Considerations

- Eliminate commercial bus visits
- Change information on website, google listing and trip advisor
- Suspend season passes
- No longer allow re-admittance without payment.
- Need signage
- We will need support of by-law enforcement services to assist with enforcement of rules
 - Do not have a park policy for by-law to enforce (Staff currently working on this)
- Shut off foot bath

Critical Program Impacts: Port Blake

Financial Elements in a normal year were as follows:

- In 2018, the Park had a net revenue of \$4,562.
- In 2019, the Park had a net revenue of \$3,350.
- In 2020, the Park was projected to have a net deficit of \$8,760
- Given the operational challenges and the subsequent financial considerations related to COVID-19, it is recommended that the Park stay closed for the balance of the 2020 season.

Recommendations

That South Huron Council receives the presentation of D. Best dated July 13, 2020 regarding the Re-Open South Huron be received and endorsed; and

That South Huron Council authorizes the continued closure of Port Blake for the 2020 season

Thank you

MUNICIPALITY OF
South Huron