

Pandemic Plan

Approved by Council of the Resort Village of Tobin Lake

Resolution: 75/2020

Preface:

This document is designed to give guidance to the Resort Village of Tobin Lake in preparing and working through a pandemic.

What is a Pandemic:

A disease prevalent over a whole country or the world.

Who is responsible for what:

Who is responsible for what during a pandemic? Many groups and agencies have a role to play in planning for and responding to an influenza pandemic.

International:

The World Health Organization (WHO) www.who.int/csr/disease/influenza/pandemic/en watches for and tracks the emergence of new strains of influenza around the world. The WHO determines the level of pandemic alert and when to move from one phase to another. It will be the WHO that declares a pandemic on an international level and notifies federal health authorities.

Federal:

The federal government holds responsibility for the nationwide coordination of the pandemic influenza health response, including surveillance, international liaison, and coordination of the vaccine response (the way vaccines are obtained, allocated and funded).

It is up to the federal government to activate the Canadian Pandemic Influenza Plan once a pandemic is declared.

FNIHB/NITHA

The First Nations and Inuit Health Branch (FNIHB) and Northern Inter-Tribal Health Authority (NITHA) is responsible for working with First Nations (FNs) and Inuit communities on reserves to ensure that:

- planning for pandemic at the community level is taking place;
- communities have pandemic plans and they are closely linked with their neighboring jurisdictions/RHAs;
- the needs of FNs are considered in planning, and;
- health services are available and accessible in the event of emergency.

For information on pandemic planning on reserve FNs in Saskatchewan please visit the following websites: <http://www.phac-aspc.gc.ca> and www.nitha.com Saskatchewan Health's

Provincial:

The province has the responsibility for coordinating pandemic influenza planning and mobilizing contingency plans and resources in the province. Health emergency response begins at the local (regional health authority) level.

The Saskatchewan Health Pandemic Influenza Preparedness Plan provides a framework for activities to be carried out in each pandemic period.

Regional Health Authorities:

Regional Health Authorities (RHAs) are responsible for planning the local response to a pandemic according to provincial and national guidelines. This includes planning health services delivery and working with local partners (e.g., emergency responders, mortuary services) in advance of a pandemic to ensure a coordinated response when pandemic influenza strikes.

Other key players that will be affected by pandemic influenza and are in various stages of contingency planning include:

- Municipalities
- Schools
- Health care professionals
- Non-government organizations
- Business sectors

Municipalities:

The village has the responsibility to help Saskatchewan Health Authority as required by the Saskatchewan Health Authority.

Key Roles:

- Keeping essential services operating;
- Ensure the safety of their councils and staff;
- Follow recommendation of the Health Region, Provincial and Federal Governments;
- Communications to the public (ensure a clear and correct message is sent);
- Communication with the Health Region and Provincial Government;
- Communication with local emergencies services;
- Offering support to the Health Region when requested;
- Monitoring staff and using resources where required;
- Surveillance;
- Work as a liaison with community and service groups
- Activation of Emergency Plan if requested by health region;
- Setting up and incident command center;
- Providing meeting space if required;
- Providing facility space if required.
- Emergency and Response.

Resort Village of Tobin Lake

Employer Obligations:

The Employer has an obligation to provide employees with a safe worksite. A combination of measures will be used to minimize worker exposure to the infection, including the most effective technology controls available. Our work procedures will not only protect our employees, but also others who enter our facilities. All staff and council must follow the procedures outlined in this plan to reduce exposure to infection.

Employer responsibilities:

- Ensure that the materials (for example gloves, alcohol-based hand rub, wipes, and washing facilities) and other resources (for example, worker training materials) required to implement and maintain **The PPE Protocol, and Cleaning Protocol** are readily available where and when they are required.
- Ensure that workers are able to maintain social distancing (2 meters apart) at all times while completing their work safely
- Select, implement and document appropriate site specific control measures (office, WTP, etc)
- Ensure that Management and staff are educated and trained to an acceptable level of competency
- Ensure that workers use appropriate personal protective equipment PPE for example (gowns, gloves, masks, eye protection and respirators)
- Conduct periodic review of the plan's effectiveness. This includes a review of technologies to ensure that these are selected and used when practical (example video conferencing, phone conference, text, email etc)
- Maintain records of training and inspections
- Ensure that a copy of the exposure control plan is available to workers

Employee Obligations:

Employees are required to inform the clerk should they suspect that they have been infected or they have been around anyone who may be infected or believes to have been exposed to it. Employees will be required to stay away from work locations for the duration of the 14-day incubation period or longer as determined by management. Should an employee suspect they may be infected they should contact Health Link 811 for instructions.

Employee responsibilities:

- Maintain social distance
- Know the hazards of the workplace
- Follow the established procedures as directed by the Clerk & Council
- Follow **Personal protective equipment (PPE) Protocol**
- Follow **Cleaning Protocol**

- Report any unsafe conditions or acts to the Clerk
- Know how and when to report exposure incidents

Preventative Steps:

- Do not share personal items such as pens, notebooks, phones, PPE, etc.
- Avoid close contact with people who are sick
- Stay home when you are sick
- Use the crux of your elbow to cover your mouth and nose when coughing and sneezing
- Wash your hands often with soap and water for at least 20 seconds
- Avoid touching your eyes, nose or mouth with unwashed hands
- Stop shaking hands. Non-contact based greeting methods are preferred.

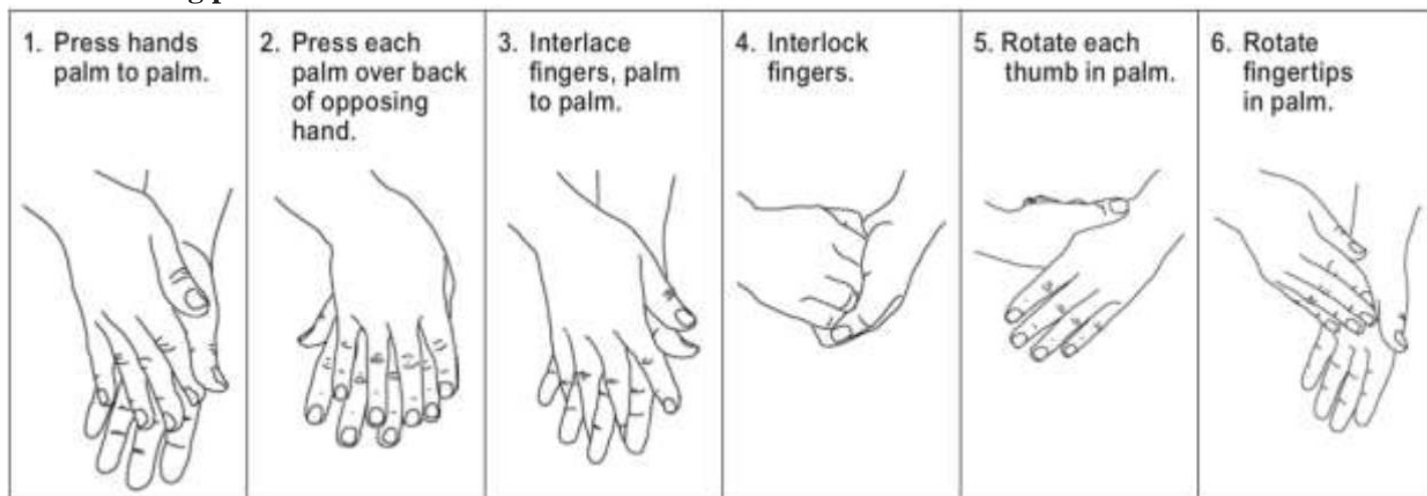
Handwashing:

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched.

Wash your hands immediately:

- Before leaving a work area
- After handling materials that may be contaminated
- Before eating, drinking, smoking, handling contact lenses, or applying makeup.

Hand washing procedure



Use soap and warm running water. (It doesn't have to be hot to do the job.) If water is unavailable, use a waterless hand cleanser that has at least 70% alcohol. Follow the manufacturer's instructions on how to use the cleanser.

Personal protective equipment (PPE) Protocol:

Where there is potential for human to human contact during the peak phase of the pandemic, the village will use the appropriate control measures to minimize the transmission of infection. Three control measure for risk management include; engineering, administrative and personal protective equipment measures.

Engineering controls:

- Isolate the hazard
- Ventilate
- Use physical barriers (such as Plexi glass between staff and customers)

Administrative controls:

- Manage policies and procedures
- Administer safe work procedures such as respiratory hygiene
- Reinforce handwashing
- Train & Supervise workers

Personal Protective Equipment:

- Provide gloves, eye protection, protective clothing, respirators, and others as appropriate
- Ensure proper fit of PPE and appropriate for job
- Ensure to train workers to use PPE correct and maintain
- Ensure PPE is stored clean and fully operational

Travel

All business-related travel must be approved by the Clerk & Council before leaving, except for travel to field locations by appropriate staff. Should pandemic levels in the immediate area increase or a case of infection is discovered in the Resort Village of Tobin Lake controlled work areas, then travel will be suspended.

Personal travel either internationally, interprovincial, or to or through an infected hotspot as determined by the Provincial Chief Medical Officer (WHO Phase 5 and/or 6 pandemics) will require a mandatory 14-day quarantine upon departure from that location. This includes not only the employee's travel but also travel done by any household members.

Hotspots will be monitored. Additionally, the Council and the Clerk reserves the right to ask any employee returning from international or provincial travel or areas considered a hotspot to self isolate themselves from the Town office, buildings and staff for 14 days.

Village Office

The Resort Village of Tobin Lake will actively promote public & staff awareness as part of the early-pandemic phase. This may be done through the following:

- Village Newsletter
- Publications in local newspaper
- Social media, website updates
- Posters on town bulletins
- News bulletins to staff as required

The public awareness program is to compliment the Saskatchewan Health Authority Pandemic Plan which is to promote public awareness and education on “influenza prevention, infection control, and influenza care guidelines”. Information will be updated and distributed in a timely fashion.

Office/Facility Closure:

The Resort Village of Tobin Lake may implement the following:

- Office will close immediately to the public with ability to change office hours if required
- Office will communicate changes & information to the public via social media, website, mail outs, posters on bulletin boards around town, local newspaper
- Daily office, workspace & personal **Cleaning protocol** will be followed
- Employees to maintain safe social distancing in the office
- **Meeting protocol** to be followed (Face to face meetings will be replaced with email, text, phone calls, video and phone conferences where available)
- Office will commence & communicate closure of all Village owned Facilities
- All previously scheduled social and non-essential events/meetings/ etc. are cancelled
- **Personal protective equipment (PPE) Protocol** implemented

Remote Computer Access Protocol:

The Clerk will have remote access to the Village Office through her personal laptop at a moments notice. This will ensure prompt response to the evolving pandemic. Council may grant permission for the Clerk to work at a remote location as required or necessary. The Village office phone may be forwarded as required to the Clerk.

Cleaning protocol:

The following cleaning procedures will be established as a critical measures to help reduce the spread of infection. High touch surfaces shall be cleaned with an approved cleaning agent and paper towel or wipe at the **beginning of each work day and after any other person that may have permission to enter the office.** This includes:

- Doorknobs
- Light switches
- Cupboard handles
- Telephones
- Tables & Chairs
- Commonly touched hard surfaces- counters file cabinets etc
- Computer mouse, and keyboard
- Photocopier & printers
- Coffee maker, fridge, microwave, water pump
- Hand sanitizer pumps
- Pens for public use

Ensure to clean all work surfaces thoroughly if an employee falls ill at work.

Meeting Protocol:

Face to face meetings shall be minimized when the pandemic plan is activated. When appropriate meetings should be conducted through teleconferencing rather than face to face.

However this may not always be feasible and when face to face meetings are required the following procedures should be followed:

- High touch surfaces have been cleaned with an approved disinfectant
- The meeting room has disinfectant available for post meeting
- Hand washing solution/stations and boxes of tissue are supplied
- Seating arrangements have six feet separation
- Handouts and other materials are not shared
- An individual is assigned to disinfect the meeting room after

Council Meetings:

Council meetings still need to happen, and still need to be public, but efforts should be made to allow distance between people of six feet where possible. Council could hold regular and special council meetings electronically during this time. Options include conference calling or video calling. Face to face meetings shall be used as a last resort in a facility with open air circulation, good ventilation and social distancing of 2 meters available between people. Delegations to council shall be encouraged to participate via teleconference. Council attendance shall not exceed the recommended meeting size as proposed by the Chief Medical Officer. For face to face meetings **cleaning protocol** must be followed with an approved cleaning agent at the **beginning and end of each meeting**. The meeting space should have disinfectant available for **pre & post meeting cleaning**. This includes:

- Doorknobs/light switches
- Telephones
- Tables & Chairs
- Commonly touched hard surfaces
- Coffee maker, fridge, microwave, water pump
- Hand sanitizer pumps
- Pens for public use

Water Treatment Plant (WTP):

Our WTP is an essential service to keep operating during the pandemic. In the event all/ any of our certified operators fall ill, our water operators back up operator will assist as required.

Recreation Facilities

Beach & recreation facilities:

The Resort Village of Tobin Lake may implement the following if necessary:

- Facilities will close to the public
- Seasonal Staff will start following **General Cleaning Protocol**
- Employees to maintain social distancing requirements of 6 ft
- Employees **must not** share tools/equipment **unless proper sanitization** occurs between use

Mayor & Council

Council:

Mayor & Council are required to inform the Clerk should they suspect that they have been infected or they have been around anyone who may be infected or believes to have been exposed to it. Council members will be required to stay away from work locations for the duration of the 14-day incubation period or longer as determined by the Clerk. Should a council member suspect they may be infected they should contact Health Link 811 for instructions.

Mayor & Council Travel

All business-related travel must be approved by Council before leaving. Should pandemic levels in the immediate area increase or a case of infection is discovered in the Resort Village of Tobin Lake controlled work areas, then travel may be suspended.

Personal travel either internationally or interprovincial, to or through an infected hotspot (WHO Phase 5 and/or 6 pandemics) will require a mandatory 14-day isolation and self-monitoring as determined by the Chief Medical Officer, upon departure from that location. This includes not only the Council members travel but also travel done by any of all household members.

Hotspots will be monitored. Additionally, the Council and the Clerk reserves the right to ask any Council members who are returning from internationally or interprovincial travel to isolate themselves from the Village office, buildings and staff for 14 days.