



# Corporate Communications

## Covid-19- Update 2

For all Town Employees and Council, the Corporation is monitoring the current situation with the Coronavirus Disease (COVID-19) regularly and will continue to provide regular updates to all employees on COVID-19.

Before we go any further, please help your colleagues, community and country by following this simple request – **If you are ill and exhibit any of the COVID-19 symptoms (listed on page 2), please stay at home and self isolate.**

### Current Status

The Corporation has been adopting practices led by the County of Simcoe and other government agencies and continue to do so as well as implementing our own measures as required.

As of 5:30 p.m. on March 15, 2020:

**Cases in Ontario** (as per: <https://www.ontario.ca/page/2019-novel-coronavirus>)

- 140 confirmed cases, 1316 patients under investigation, 5 cases recovered.

**Simcoe-Muskoka:** – 3 cases confirmed.

### Federal Government & Simcoe Muskoka District Health Unit Travel Advisory

**Travellers returning from anywhere outside Canada, including the United States, should:**

- [Self-isolate](#) (stay at home, avoid close contact with others, incl. those in their home) is for a total of 14 days.
- Call the health unit (in Simcoe Muskoka contact SMDHU at 705-721-7520 or 1-877-721-7520 ext. 5829), or Telehealth Ontario at 1-866-797-0000 or your primary care provider's office if you experience symptoms of COVID-19 (e.g. fever, cough, difficulty breathing).
- Call ahead prior to visiting any healthcare provider and let them know about travel history and symptoms (e.g. fever, cough, difficulty breathing) so that they can make special arrangements to see you quickly, provide testing, & ensure that they use proper infection control measures.

**For additional information and updates below are a list of available links:**

[Public Health information regarding the COVID-19 virus](#)

[Government of Canada information regarding the COVID-19 virus](#)

[Government of Ontario information regarding the COVID-19 virus](#)

[World Health Organization – Information regarding COVID-19 virus](#)

### Preparation in the event you are diagnosed with COVID-19

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It is important to recognize the likelihood that it will affect our community. Please be prepared in the event that you do contract the COVID-19 virus.

- Ensure you have enough fever medications like ibuprofen and acetaminophen on hand (Advil and Tylenol), as well as cold medications if you use them.
- Continue to take your vitamins.
- Refill any medications you take regularly.



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- Ensure you have enough food on hand and household needs for a 2-week supply so you don't have to leave your home.
- Drink plenty of water, have plenty of rest, and get some fresh air with a nice walk.
- Think about a contact list in the event you need assistance.

### Corporate Proactive measures

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#### Travelling – Effective March 15, 2020

High-Risk Areas identified by Centers for Disease Control and Prevention currently include: China, Iran, South Korea, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City.

#### International Travel

Based on travel advisories from the federal government and the SMDHU, employees currently on holidays and returning from any international country, including the United States:

- Management are notifying employees to self-isolate for 14 days (including weekends)
- Employees will be paid at 100%

Employees pre-booked international vacations from March 15, 2020:

- The federal government advised Canadians to cancel or postpone all non-essential travel outside of Canada until further notice. This is fluid and restrictions for entering/exiting may be imposed with very little notice leaving Canadians stranded.
- The Corporation is strongly recommending the cancelling of pre-booked flights.
- Should you not wish to cancel, contact your supervisor for direction upon your return.
- **'Coming to Work'** options as noted below on page 4 may apply.

#### Exposure to a returning international traveller – within 14 days of their return

If employees have knowingly been exposed to someone that has returned to Canada within 14 days of their return, please notify your supervisor immediately for further direction.

#### Practice Social Distancing

To avoid being exposed, maintain social distancing; at least 2 metres distance between yourself and anyone who is coughing or sneezing. When someone coughs or sneezes, they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.

#### Symptoms

### Coronavirus Symptoms



Sore Throat



Shortness of Breath



Headache



Fever



Cough



Chills



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### When to self-monitor:

All staff are asked to self-monitor for the symptoms above. Visit this site for tips on self-monitoring:

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en>

### Self Isolate

All staff are asked to self-monitor for the symptoms as mentioned above. Should you develop any symptoms you will be asked to self isolate to avoid spreading the virus:

- [Self-isolate](#) (stay at home, avoid close contact with others, incl. those in their home) is for a total of 14 days.
- Call the health unit (in Simcoe Muskoka contact SMDHU at 705-721-7520 or 1-877-721-7520 ext. 5829), or Telehealth Ontario at 1-866-797-0000 or your primary care provider's office if you experience symptoms of COVID-19 (e.g. fever, cough, difficulty breathing).
- Call ahead prior to visiting any healthcare provider and let them know of any travel history and symptoms (e.g. fever, cough, difficulty breathing) so that they can make special arrangements to see you quickly, provide testing, & ensure that they use proper infection control measures.

### What precautions should staff be taking?

If you are a healthy individual, the use of a mask is not recommended for preventing the spread of COVID-19. Visit <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html> for more information.

Proper hygiene can help reduce the risk of infection or spreading infection to others:

- Wash your hands
- Don't touch your face
- Stay home if you're sick
- Distance yourself from people who display symptoms or who have confirmed illness



Visit <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html> for more information.

### What about staff who work directly with the public?

- Try, when possible, to keep one metre distance
- Avoid contact such as hand shaking
- Any contact with personal items, including money exchange, please be sure to wash or sanitize your hands after each interaction



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### Coming to Work

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#### Possible options on a case by case basis:

#### 1. Quarantine – Short-Term Disability (STD)

An employee who tests positive for COVID-19 and has Town of Midland benefits will be approved for STD immediately with the following exceptions to our policy:

- No medical note will be required,
- The 3-day elimination period will be waived, and
- The employee will receive 75% of their earnings through STD. Human Resources will discuss available options with you for top-up, as per respective Collective Agreements.

#### 2. Self-Isolation and Short-Term Disability (STD)

An employee who has knowingly been in contact with someone with the COVID-19 virus and/or meets one or more of the COVID-19 symptoms may be eligible for STD to self-isolate, as per the respective Collective Agreements, with the understanding that:

- The employee may be required to sign a declaration statement agreeing to the conditions;
- The employee may be requested to notify Simcoe Muskoka District Health Unit at 705-721-7520;
- The 3-day elimination period may be required;
- Self-isolation is 14 days (including weekends); and
- The employee will receive 75% of their earnings through STD. Human Resources will discuss available options with you for top-up, as per respective Collective Agreements.

#### 3. Employees without Short Term Disability benefits

The Ontario government has measures in place to assist employees through Employment Insurance for self isolation. Please refer to the following resources.

- Employment Insurance Sick benefits link:  
<https://www.canada.ca/en/services/benefits/ei/ei-sickness.html>

#### 4. Work from Home Option

- If your job is deemed critical and at the time as determined by Department Heads, and self-isolation is required, you will have remote access via VPN.

#### 5. Workplace Accommodations

- Accommodation of isolation at work will be based on medical documentation and will be a case-by-case basis.

#### Other measures:

- A public notice was sent out on March 13, 2020 and copied to all employees by Communication & Marketing Coordinator Randy Fee. (please review to see all the updates)
- We have posted a notice on the Municipal office entrance doors to reflect the notice.



# **Corporate Communications**

## **Covid-19- Update 2**

- For the protection of our front-line staff at the Municipal Office and NSSRC (which is now closed effective midnight on March 14, 2020), we implemented some protective measures and notices were posted at the desks asking customers to provide distance at the counter.
- Meetings and other events are being cancelled on a case-by-case basis.
- Departments are taking active measures for employee's protection based on legislative requirements and job requirements.
- For the time being, staff should continue to report to work as usual. If you have extraordinary circumstances that require accommodation, please speak with your supervisor. With the closing of Ontario's publicly funded schools, we recognize that may create specific challenges for some of our colleagues.
- All external discretionary events scheduled until April 6, 2020 should be cancelled, postponed or attended virtually.
- Procurement Coordinator Kim Crewson has been pro-active and diligently ensuring we have personal protective equipment. As inventory is hard to buy, she has also purchased products for us to make our own sanitizer/wipes if needed.

**This is a fluid situation and the Corporation will continue to communicate updates/ proactive measures as necessary.**