



Corporate Communications

COVID-19 - Update 4

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, 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 10:30 a.m. on March 18, 2020:

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

- 206 confirmed cases, 3379 patients under investigation, 5 cases recovered, 1 deceased.

Simcoe-Muskoka: – 5 cases confirmed.

Where can I go factual confirmation on COVID-19 cases?

[Government of Ontario COVID-19 Updates](#)

[Government of Canada's Public Health Agency](#)

[Infection Prevention and Control Canada \(ipac\)](#)

Don't believe everything you read on social media, use official government sites to ensure the information is factual. Here is a useful article for helping to calm fears and weeding out misinformation on social media

[**COVID-19 and social media: Limit the spread of fear by changing online behaviour**](#)

Canada-US border closing to non-essential traffic

Supply changes, including trucking, which ensure food, fuel and life-saving medicines will not be affected by this measure.

County of Simcoe declared a State of Emergency

Declaring an emergency affords the County additional powers to protect the health and safety of all individuals, families and businesses as well as the vulnerable populations that we serve. This declaration also aligns with the Government of Ontario's Declaration of Emergency made March 17, 2020.

"The County of Simcoe is taking the important step of declaring an emergency through the *Emergency Management and Civil Protection Act*," said Warden George Cornell. "Recognizing



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these extraordinary circumstances, we need to ensure we can use all available resources to protect the health and well-being of our residents. We thank front-line staff who are working diligently to ensure our most vulnerable residents remain safe.”

One of the reasons influencing the County decision may be staffing concerns of their paramedic and long-term health care employees.

Corporate Proactive Measures

Update for March 18, 2020

Social Distancing

Maintain social distancing. Social distancing involves taking steps to limit the number of people you come into close contact with to avoid spreading the COVID-19 virus.

Social distancing at work includes, but is not limited to:

- Talk to your supervisor, manager, or employer about the possibility of working from home where possible.
- If you have meetings planned, consider doing them virtually instead of in person.
- Whenever possible, spend time outside and in settings where people can maintain a 1-2 metre (3-6 feet) distance from each other.
- Avoid person-to-person contact, such as shaking hands.
- Do not congregate in rooms or other areas where employees have typically socialized.
- Eat at your desk or away from others. If you choose to eat in the lunchroom, please cleanup after yourself.
- Do not let others use your keyboard, mouse or telephones.

In your personal life social distancing includes:

- Avoiding visits to Long-Term Care Homes, Retirement Homes, Supportive Housing, Hospices and other congregate care settings unless the visit is absolutely essential.
- Avoiding non-essential trips in the community.
- Limit gatherings to small groups.

Social Distancing – in practice

Effective March 18, 2020 at 4:30 pm all municipal locations, (including Town Hall) will be open for “by appointment only” meetings. Walk-ins will not be entertained at this time.

As a Municipality each Department will be splitting their employees into two (2) teams to promote social distancing. Teams will be split based on skill set, schedules and hours of work. Other than essential services each Department would be required to split their teams in half.



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Alternative Work Arrangements

As of Monday March 23, 2020, rotating schedules will be implemented (subject to change at any time).

Team 1

	SUN	MON	TUE	WED	THUR	FRI	SAT
March 22– 28, 2020		Workplace or Day Shift					
March 29–April 4, 2020		From Home or Night Shift					

Team 2

	SUN	MON	TUE	WED	THUR	FRI	SAT
March 22 – 28, 2020		From Home or Night Shift					
March 29 – April 4, 2020		Workplace or Day Shift					

- During the alternative work arrangements, all staff will continue to work their scheduled hours for the week. The only difference is that they may be working from their workplace or from home. Some staff may have an alternative arrangement where they may be working the day shift or the night shift.
- “Night Shift” may apply to some employees at the discretion of the concerned Director (only where night shifts are implemented in the normal course of their duties and permitted by their Collective Agreement).
- All employees will be paid 100 % of their regular wages
- There will be no layoffs at this time
- On the week working “From Home” Employee hours will be coded to COVID
- Employee on their “Work from home” shift:
 - Where applicable are asked to take their laptops and files home (where permitted) and work from home.
 - Shall be ready and available to be called back to their respective work locations, if required, as this is paid time.

Fire Services are exempt.



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Employees who are Quarantined:

- 100% paid for 14 days of self-isolation

Employees off due to Illness or Self-Isolation:

- The usual illness protocols remain in place.
- Application for STD, 3 day waiting period, 75% of earning and employees may top up from available payroll banks.

Remember: While you may not feel sick, and while we know these measures are an inconvenience, please be mindful of the members of our community who are more vulnerable to COVID-19 than others.

We are all in this together.

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