



Corporate Communications

COVID-19 - Update 5

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.

Ontario 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 19, 2020:

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

- 251 confirmed cases, 3972 patients under investigation, 5 cases resolved, 1 deceased.

Simcoe-Muskoka: – 5 cases confirmed.

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

Do you have any of the signs or symptoms of COVID-19?

Please use the Ontario Ministry of Health self-assessment tool.

Link - <https://www.ontario.ca/page/2019-novel-coronavirus-covid-19-self-assessment>

Contact Telehealth Ontario at [1-866-797-0000](tel:1-866-797-0000) and speak with a registered nurse.

Corporate Proactive Measures

Update for March 19, 2020

1. No Positive Cases for Town of Midland Employees

There are no positive reported cases of COVID-19 with any Town employee and we continue to mitigate the risk at the Town of Midland by practising hand washing



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and social distancing. Social distancing includes no coffee or lunch with friends, no visiting at the hospital, etc.

2. Employees working from Operations Centre directed not to report to work

On March 18, 2020, the Corporation was notified by an Operations employee they were in contact with an individual on March 10, 2020 (not a Town employee) who was directed by a specialist on March 18, 2020 to self-isolate for COVID-19 symptoms without testing by Public Health. All Operations and Transit employees at 1099 MacDonald Road were directed to not report for work at the Operations Centre until March 23, 2020.

3. Transition to Alternative Work Arrangements

Effective end of business today (March 19, 2020) all Municipal Office staff are directed to **not** report to Town Hall on Friday March 20, 2020:

- All non-essential Town staff, where possible, are asked to take work home with them.
- Over the weekend a deep clean will be completed at various municipal facilities including Town Hall and Operations Centre.
- No staff are permitted into Town Hall between 4:30 pm on Friday, March 20 and 8:30 am on Monday March 23, 2020
- Department Managers will review with their teams the specifics of the Alternative Work Arrangements and responsibility for reporting-in each day whether working at a municipal facility or at home.
- Employees are asked to respect the alternative work schedules to reduce the risk of the spread of COVID-19.

Essential and Non-Essential Positions

The list below of essential positions is fluid based on the current state of business. Please refer to H&S Policy Emergency Procedures #17.

Essential Positions	Non- Essential
Firefighters	Administrative staff
Water / Wastewater operators	
Payroll	
Directors	
Emergency Management (MECG) team	
IT Support	
Communications	

4. Reason for direction to not report to work – Deep Clean prior to starting alternative work arrangements

Our new Town of Midland Mantra is ***“If you touch it, you clean it!”***



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- We ask that staff continue to use common sense when it comes to cleaning up after yourselves when using common areas (i.e. coffee stations, washroom – handles, taps and toilet flush and door using wipes provided).
- If you touch something, please be sure to sanitize it and yourself.
- When you arrive at work please wash/sanitize your hands before proceeding into the building.
- If you have an office, please work with the door closed. This will help with reducing any change of spread and create an extra layer of social distancing between yourself and staff who do not work in an office.
- Staff are directed to stop using lunchrooms till further notification as lunchrooms have the potential of escalating exposure and spread of COVID due to frequency of shared use.

5. Health & Safety is a joint and shared responsibility

Everyone is responsible for the health & safety of our workplace. In these stressful times we all need to work together, as this is a team effort to protect ourselves and our co-workers.

When in doubt, self-isolate and report to your manager. This will help to protect your work family.

Communication from Management

Things are evolving quickly with the COVID-19 pandemic, and while management will make every effort to contact you directly, employees are encouraged to visit the following web page for staff updates: <https://www.midland.ca/Pages/Staff-Updates.aspx> (This is for internal use only). Please bookmark this URL for quick access.

On this web page you will also find all previous internal updates and helpful links.



Employee Resources
Available 24/7
FREE

Here when you need us.

Call: 1-866-641-3847

TTY: 800.697.0353

Online: guidanceresources.com

App: GuidanceNowSM

Web ID: TOWNOFMIDLAND



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Helpful links

- Knowing the difference between self-monitoring, self-isolation & isolation.
- How to clean areas effectively.
- Screening visitors.

Attached to this email are three PDFs with helpful information on

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.