



Update – September 11, 2020

1) COVID-19 Recovery Committee update

The 'new look' Municipal Office is coming together. The COVID Recovery committee was busy this week getting ready for the reopening on Monday, September 14:

- All floor signage is in place and banners erected at entrances and throughout the lobby.
- Cleaning supplies, gloves and wipes are in the meeting rooms.
- Hand sanitizer is available throughout the building and on employee desks. Please don't recycle the bottles - contact Kim Crewson for refills.
- 'Safe Social Distance' stickers providing a friendly reminder for 2m safe distance were placed on the floor in offices (for those with meeting areas in their office, employees must wear a mask). Stickers were also placed in front of cubicle workspaces.
- If other facilities would like some of these stickers, please notify Kim Crewson.
- Photocopier in east wing is now in the 'Staff One Stop Shop' area. Staff are encouraged to use the mail bin as your drop off where possible.
- The customer service area now has three payment workstations – two for customer service/payments and one for Building Services payments.
 - Steps are underway to shift to wireless debit terminals.
- Protective glass and temporary plexiglass barriers have been installed at the front counter and at workstations throughout the office. Final installations to replace the temporary barriers will be completed next week.

In progress:

- The east hall is well underway for our 'One Stop Shop'. Marchand's Construction will be returning Monday to finish it. The Aberdare Room is being used as a storage place until the work is completed.

Still to come:

- Appointments Waiting Area poster - ETA next week - a temporary one has been erected.
- Customer Entrance/Exit signs - ETA next week – a temporary one has been erected
- Customer mask dispensers will be arriving Tuesday (will be located at the customer entrance).
- Customer Parking lot signage will be arriving soon.
- Huronia Alarms scheduled to return to update secured entry at the double doors and entry fobs.

2) Municipal Office Reminders

- **Employees shall enter and exit on Dominion Avenue or back entrances.**
- IT equipment drop off is in the Hugel Room, therefore it is not available for meetings.
- All employees, please park on Dominion Avenue or in the lot on Second Street. When parking on Dominion Avenue please be sure to check traffic before exiting your vehicles.
- Municipal Office Lobby Occupancy is 10 (these posters are erected in the Lobby).
- The Municipal Office is closed for high touch cleaning from 1-2 p.m. – posters have been erected outside. Please do not allow customers in during this time unless they have a pre-arranged appointment.
- The big entrance banners will be placed outside daily (and brought back in).
- Staff are encouraged to not visit internal offices/workstations where possible but call colleagues via phone or through Teams.



- Extra masks are at the desk behind Maria's workstation. Please replace masks often as they soil.
- All employees must wear a mask while in the lobby. As good practice, wear them when you leave your workspace.
- Please ensure you 'Contact Trace' using the Contact Tracing Spreadsheet. Edit the spreadsheet as you need. You will find the spreadsheet on the shared drive, here: **S:\Town of Midland\P - Protection & Enforcement Services\P03 - Emergency Planning\COOP\Continuity Plan and Appendices>Contact Tracing Spreadsheet**

Thanks again to our work family for your support, suggestions, patience, and acceptance of change! We wish everyone a safe and happy return to your new space!

3) Ontario puts 'pause' on further loosening of public health measures as COVID-19 numbers rise

- Ontario is putting a "pause" of four weeks on any further loosening of public health measures in the province, Minister of Health Christine Elliott said Tuesday.
- The province reported 185 new cases of COVID-19 on Tuesday, and 190 on Monday — the most on any single day since July 24. Data for both days was released early Tuesday because the province did not issue an updated report on Labour Day.
- At the province's daily news conference on Tuesday, Elliott said Ontario's "latest trends and numbers have raised some concern." She said the pause includes things like expanding the size of the province's social circles and the number of people allowed at sporting events.
- That pause does not include schools, which started reopening in parts of the province on Tuesday. Elliot acknowledged community spread will likely mean spread in schools but said the province's approach is to limit the spread at the community level to keep the virus from entering schools.
- The pause also doesn't include casinos, several of which will reopen on Sept. 28, with a limit of 50 guests per room.
- The province announced 213 new cases today (Friday, September 11).

To read the full CBC article, visit: [Ontario puts 'pause' on further loosening of health measures](#)

If you think you may have COVID-19 symptoms or have been in close contact with someone who has it, first self-isolate and then use [Ontario's Self-Assessment Tool](#) to see if you need to seek further care.

Remember to pre-screen daily when entering any Town building.

Any changes within a department will now be provided to Randy to be included in an update and copied to Clerks@midland.ca for tracking.

We are looking for positive news/stories about Town departments and staff to share both internally and externally. Please email rfee@midland.ca with details so we can promote the great work everyone is doing!