



Update – March 25, 2020

1) March 26, 2020 Pay Day!

- Paystubs were distributed March 24, 2020 – thank you Claire!
- Gail is on leave currently, not COVID related, and we continue to work thru the vacation and TOIL corrections from 2019
- For all payroll concerns email payrollmatters@midland.ca

2) Provincial Government

Essential Services

- The Province has announced a list of essential services allowed to continue operating during the COVID-19 pandemic. To view the announcement visit: <https://www.ontario.ca/page/list-essential-workplaces>
- The list of “essential services” is quite broad and includes most municipal services.

Hydro Rates

- The Province has announced that hydro rates will temporarily reduced amid the COVID-19 pandemic: <https://globalnews.ca/news/6723418/ontario-hydro-rates-coronavirus-covid-19/>

3) Remote Access Support via Quick Assist

- Quick Assist is a Windows 10 app. It allows someone you trust to take over your computer and help you solve a problem. To get started, email ITsupport@midland.ca with your issue. Your helper will then launch the Quick Assist app, get a 6-digit code, & share that with you. Then you:
 - Select Start > Windows Accessories > Quick Assist (or select the Start button, type Quick Assist in the search box, then select it in the results).
 - In the Code from assistant box, enter the 6-digit code you were given, and select Share screen.
 - Wait for your helper, then select Allow in the window that displays.

If you have questions, please contact ITsupport@midland.ca

4) Social Distancing

- **Work from Home** – Managers are arranging where possible for employees to work from home.
- **Offices:** Only 1 person in an office at a time unless you can maintain 6 feet distance
- **Flow of paper:** scan if possible, avoid paper exchange and where at all possible, only 1 person working on a file)



- **Town Vehicles:** 1 person to a vehicle where possible
- **Lunchroom:** 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) Keeping Workplace Clean/Sanitized

- **Washroom facility and all surfaces:** “Touch it, Wipe it”
 - If there is an area of concern in the municipal office, please contact Shawn Berriault.
 - We have the cleaner coming into the municipal office around noon to wipe down all touch points, we also have the cleaner in 5 days at the Operations Centre to clean all areas.

All staff must pre-screen daily using the Pre-Screen poster on the entrance doors prior to entry to Town Hall.

Moving forward these updates will be sent out daily. Any changes within a department will now be provided to Randy to be included in an update and copied to HR@midland.ca for tracking.