



Callander

ONTARIO

Four Seasons of Reasons

**REOPENING PLAN
COVID 19 EMERGENCY**

May 26, 2020

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INTRODUCTION

Callander's Reopening Plan provides for the safe and measured reopening of municipal facilities, programs and events that have been closed in response to the COVID 19 emergency.

GUIDING PRINCIPLES

The following principles are intended to guide the reopening plan:

Protect the Health and Wellbeing of Employees and the Public

Our highest priority will be the health and wellbeing of Callander's residents and municipal staff. As such, we will be guided by recommendations from the Province of Ontario, the provincial Chief Medical Officer of Health, the North Bay Parry Sound District Health Unit, and other public health officials.

Phased Approach

Callander's reopening will generally align with the Province's Reopening Framework, which takes a phased approach by ensuring the health and safety remains a top priority prior to moving onto subsequent phases.

Further, Callander's phased approach will ensure that appropriate measures are in place prior to safely reopening.

Community Recovery

We will prioritize services or activities that contribute to the economic, social and cultural well being of our community.

ONTARIO'S FRAMEWORK FOR REOPENING OUR PROVINCE

Provided below is a brief outline of Ontario's [A Framework for Reopening our Province](#)

The Provincial framework comprises 3 key Phases as follows:



Phase 1: Protect and Support

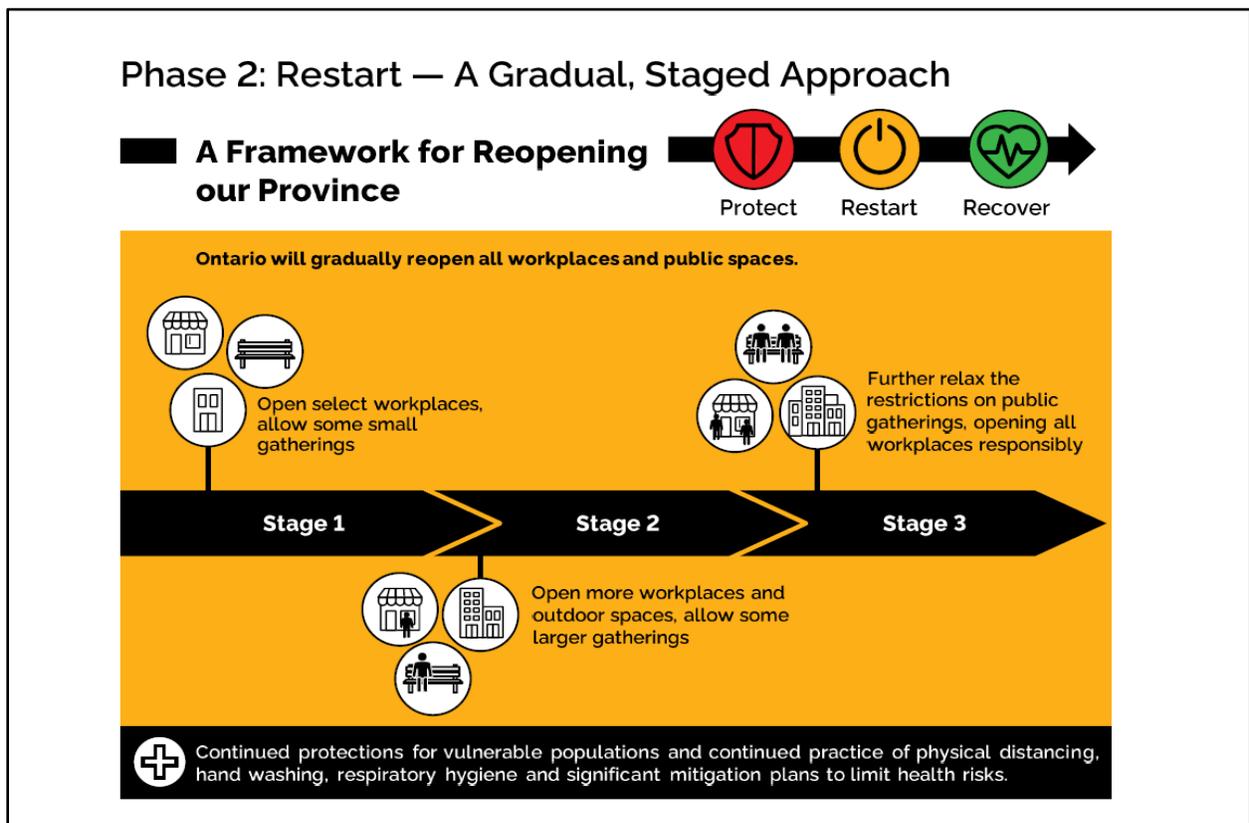
The Province's primary focus is on protecting the health and well-being of individuals and families, supporting frontline health care workers, essential workers and businesses, and providing immediate support to protect people and jobs.

Emergency orders put in place to protect people include: the closure of non-essential workplaces, outdoor amenities in parks, recreational areas and public places, as well as bars

and restaurants; restrictions on social gatherings; and limiting staff from working in more than one retirement home, long-term care home or congregate care setting.

Phase 2: Restart

As of Tuesday, May 19, 2020, the Province commenced with the “Restart” Phase of reopening. As illustrated by the figure below, under Phase 2, the Province will take a careful, stage-by-stage approach to loosening emergency measures and reopening Ontario’s economy. Public health and workplace safety will remain the top priority, while balancing the needs of people and businesses. Public health officials will carefully monitor each stage for two-to-four weeks, as they assess the evolution of the COVID-19 outbreak to determine if it is necessary to change course to maintain public health. The Province will also continue to issue guidelines for workplace safety.



Phase 3: Recover

Ensuring the health and safety of the public and workers will continue to be a top priority as Ontario transitions to a “new normal.” The Province will partner with businesses and other sectors to lead Ontario’s economic recovery. The focus will be on creating jobs and opportunity across the province, while working to restore long-term prosperity for the benefit of every individual and family in Ontario. As public health measures are lifted and as economic activity resumes, the public will need to continue to maintain physical distancing and hand washing, along with self-isolation when experiencing COVID-19 symptoms. Remote work arrangements should continue where feasible.

CALLANDER'S REOPENING PLAN

Callander's Reopening Plan is intended to closely follow the actions and direction the Province takes to reopen Ontario and its economy in accordance with its Framework.

In adopting this Callander's Reopening Plan, the Municipal Council will delegate to the Community Control Group (CCG) the task of monitoring the federal, provincial and local health unit pandemic status and measures and move forward with the reopening of Callander's parks, facilities, events, and programs in accordance with this plan and the provincial plan while ensuring that appropriate measures are in place to reopen safely.

Reopening may need to be reversed should the Province or Callander determine the need to reapply or tighten certain public health measures in response to a surge in cases or outbreaks. Further Callander's reopening plan may need to change and evolve as new information becomes available. Any major changes to the plan shall be brought to Council for approval.

The CAO or designate shall keep Council apprised via emails and the public via the municipal website, Facebook page, and newsletters as reopening efforts are underway.

Phase 1: Protect and Support

On March 16, 2020, in response to COVID 19, Government advisories were issued to practice physical distancing, self-isolate for 14 days if travelled outside Canada, prohibit gatherings of over 50 people and to make virtual work arrangements where possible. On March 17, the Province declared a state of emergency and ordered the closure of public places and establishments.

The municipality responded by:

- closing playgrounds, play structures, outdoor sports amenities, community centres, public access to municipal offices, facilities (including rentals) and council chambers, and allowed some staff to work from home;
- Municipal Parks and trails remained open for walk through access only;
- cancelling or postponing all municipal events and recreational programs, except for the following:
 - Spring clean up postponed until at least July 2020
 - Swimming lessons in collaboration with the Municipality of East Ferris - July (Instructor and details still to be secured/developed)
 - Fitness classes using Centennial Park equipment - July and August (Instructor and details still to be secured/developed)
 - Cranberry Day -September 26, 2020
 - Halloween - October 31, 2020
 - Callander Lights Up Christmas - December 6, 2020;
- putting systems in place to enable the continued delivery of services, such as enhanced health and safety measures at all workplaces, installing a doorbell and utilizing the lock

box and mailbox at the main office, hosting meetings including council meetings virtually;

- delaying, in accordance with emergency measures, the installation of new playground and sunshade structures at Centennial Park and the start of the King Street rehabilitation project.
- communicating through signage, notices, newsletters, staff/Council meetings, media releases, Facebook and through a COVID 19 page on the municipal website.

Phase 2: Restart and Phase 3: Recover

On May 19, 2020, the province commenced with the first stage of the “Phase 2: Restart” plan. For Municipalities, this meant that the following amenities could reopen:

- outdoor sports facilities and multi-use fields (including baseball diamonds, soccer fields, frisbee golf locations, tennis, platform tennis, table tennis and pickleball courts, basketball courts, BMX parks and Skate pads). Where such amenities are used for activities such as non-team sports, such as walking, running, skateboarding, frisbee, kicking a ball and low contact racquet sports like tennis, badminton, pickleball and ping pong.
- Off-leash dog areas; and
- Outdoor picnic sites, benches and shelters in park and recreational areas.

The province also stated that Municipalities should only open these amenities when it is safe to do so.

Continue with Enhanced Health and Safety Guidelines

The following guidelines apply to all staff and all municipal work locations throughout all 3 stages of Phase 2: Restart Phase and phase 3: Recover, unless specified otherwise in accordance with the “Timing and Additional Guidelines for Reopening” section of this plan.

Cleaning/Sanitizing

- Ensure cleaning, disinfecting and sanitizing products are available at all work locations.
- Ensure soap is provided at all sinks.
- Ensure high touch areas like doors and door handles, countertops, keypads, bathroom and sink fixtures, cabinets, kitchen appliances are sanitized on a regular basis (in accordance with guidelines provided by the CCG) at the main office and Operations yard, and a record is kept of such.
- Encourage employees to practice good hand hygiene, coughing or sneezing into their sleeves and to avoid touching their face.
- As much as possible, assign municipal vehicles to specific staff and sanitize vehicles between change overs.

Physical Distancing

- Working from home is the highest level of controls for limiting the spread, as it eliminates exposure and enables a desirable and safe limit on the number of employees at the workplace, while achieving the same levels of productivity. In fact, recent studies

are showing increased levels of productivity associated with those who work from home.

The Province has recommended that remote work locations should continue through to the end of the Recovery (Phase 3), where feasible. As such, those staff who can work from home will continue to do so throughout all 3 phases of the emergency so that there are no more than 5 staff working from the Main office and only the CBO working from the Satellite office.

- Staff and Council are encouraged to avoid in person meetings and to instead provide services online by telephone, virtual meeting software or other remote means.
- Staff, Council, and visitors are encouraged to maintain a physical distance of 2 meters from others.
- Staff's workstations are to be separated from each other to ensure a 2 meter or greater distance.
- Managers and supervisors are encouraged to stagger lunch and breaks among staff.
- There will be a limit on the number of people in the council chambers at any one time to no more than 5.
- Services will be offered online wherever possible to avoid face to face interactions.
- Ensure no more than 2 employees travel in a vehicle together and only with both occupants wearing a face mask and the passenger sitting in the back seat furthest from the driver.

Safety

- A face mask and gloves are required for any staff entering a resident's home along with physical distancing.
- All employees and Councillors are required to self monitor and not enter any municipal facility should they experience any COVID 19 like symptoms and if they are already at a municipal facility, then should advise their supervisor or manager and go home and to seek testing.
- Any necessary in person meetings shall take place at the Orton Room. All attendees must be advised of physical distancing requirements. Immediately following such meeting, all touched surfaces must be sanitized.
- All visitors to any municipal facility must be asked if they exhibit symptoms of COVID 19 and will not be allowed to enter if they do.
- All visitors must be advised of physical distancing before entering a municipal facility.
- Employees, Council, and the public will be kept informed with regular updates and information about the COVID 19 Emergency.
- Information will be posted about physical distancing, good hand hygiene and COVID 19 screening.

Timing and Additional Guidelines for Reopening

Municipal Services & Work Locations	Phase 2: Restart			Phase 3: Recover
	Stage 1	Stage 2	Stage 3	
Main Hall	<ul style="list-style-type: none"> • Closed to the Public. • Limit number of staff to 5 by having at least 2 administration staff work from home. • Continue with <i>Enhanced Health and Safety Guidelines</i>. • Continue offering online services. • Order and install barrier at service counter as well as other appropriate devices and procedures to enable pre-screening and to limit the number of visitors at one time - all in order to protect the health and safety of staff and the public while conducting business at the office. 	<ul style="list-style-type: none"> • Closed to the Public. • Limit number of staff to 5 by having at least 2 administration staff work from home. • Continue with <i>Enhanced Health and Safety Guidelines</i>. • Continue offering online services. • 	<ul style="list-style-type: none"> • Open to the public under <i>Enhanced Health and Safety Guidelines</i> including a barrier at the service counter, pre-screening, and limiting the number of visitors at any one time. • Washrooms to remain closed to the public. • Limit number of staff to 5 by having at least 2 administration staff work from home. • Continue with <i>Enhanced Health and Safety Guidelines</i>. • Continue offering online services. 	<ul style="list-style-type: none"> • Open to the public in accordance with provincial health and safety guidelines including a barrier at the service counter. • Allow staff to continue working from home. • Continue offering online services.

<p>Council Chambers</p>	<ul style="list-style-type: none"> • Closed to the Public. • Limit number of staff and councillors to no more than 5. • Continue with <i>Enhanced Health and Safety Guidelines</i>. • Continue live streaming Council meetings. 	<ul style="list-style-type: none"> • Open to the public unless province directs otherwise and in accordance with Provincial health and safety guidelines. • Meetings with members of the public allowed in the Council Chambers. • Consider continuing with live streaming council meetings.
<p>Fire and Emergency Services</p>	<ul style="list-style-type: none"> • Continued response to emergencies with <i>Enhanced Health and Safety Guidelines</i>. 	<ul style="list-style-type: none"> • Continued response to emergencies with Modified Health and Safety Guidelines
<p>Satellite Office</p>	<ul style="list-style-type: none"> • Limit occupancy of the satellite office to the CBO only by having the Planning Administrator and the Events, Marketing, and Community Enhancement Coordinator work from home. • Expand CBO services in accordance with applicable provincial guidelines • Committee of Adjustment, Planning Advisory Committee and Statutory Public meetings to be held via virtual meetings. 	<ul style="list-style-type: none"> • Allow staff to continue working from home. • Full CBO services provided. • In person Committee and public meetings allowed unless province directs otherwise. • Meetings with members of the public allowed at the satellite office.

<p>Operations</p>	<ul style="list-style-type: none"> • Operations continuing under <i>Enhanced Health and Safety Guidelines</i>. • Proceed with King Street project. 	<ul style="list-style-type: none"> • Operations continuing under <i>Enhanced Health and Safety Guidelines</i>. • Proceed with the installation of play structure and sun sails at Centennial Park. 	<ul style="list-style-type: none"> • Operations continuing under <i>Enhanced Health and Safety Guidelines</i>. 	<ul style="list-style-type: none"> • Operations continuing under Modified Health and Safety Guidelines.
<p>Community Centres, Museum, and Library</p>	<ul style="list-style-type: none"> • Community Centres and Museum Closed to the public • Museum organizing archives and offering virtual programming including a “COVID 19 Documenting project” • Library closed to the public in accordance with direction from the Library Board. • Limited library service (curb side pickup) may be offered in accordance with provincial guidelines and at the discretion of the Library Board. 	<ul style="list-style-type: none"> • Slowly reopening Community Centre rentals and sports programs in accordance with limits placed on such uses by the Province. • Museum organizing archives and offering virtual programming including a “COVID 19 Documenting project.” 	<ul style="list-style-type: none"> • Continue reopening Community Centre rentals and sports programs in accordance with limits placed on such uses by the Province. • Museum open to no more than 10 visitors at a time. • Post signage at Museum indicating maximum number of people and physical distancing requirements. • Control the number of people in the Museum at any one time through maintaining a locked door and doorbell system and use signage, floor stickers, or arrows to direct the flow of traffic. 	<ul style="list-style-type: none"> • Community Centres, Museum and Library open to the public under modified Health and Safety Guidelines.

Cemetery	<ul style="list-style-type: none"> • Funeral Services limited to immediate family of no more than 10 people and in accordance with provincial guidelines for Cemeteries. • Preplanning services handled over the phone or by appointment only 	<ul style="list-style-type: none"> • Gatherings for funeral services limited as per Provincial Orders and in accordance with provincial guidelines for Cemeteries. • Preplanning services handled over the phone or by appointment only. 	<ul style="list-style-type: none"> • Gatherings for funeral services limited as per Provincial Orders and in accordance with provincial guidelines for Cemeteries. • Preplanning services handled over the phone or by appointment only. 	<ul style="list-style-type: none"> • Gatherings for funeral services limited as per Provincial Orders and in accordance with provincial guidelines for Cemeteries.
Parks, playgrounds, play structures, sports fields, Bill Barber, trails, exercise equipment, splash pad, swim platform, dock, benches, gazebos, boat launch, washrooms and change rooms.	<ul style="list-style-type: none"> • All amenities are closed to public except for parks, open spaces, and trails for walkthrough access only while maintaining physical distancing. • As of May 19th, picnic sites, benches, shelters, outdoor sports facilities, and multi-use fields are allowed to open (including baseball diamonds, soccer fields, tennis courts, basketball courts, and Skate Board parks) for activities such as non-team sports including walking, running, skateboarding, frisbee, kicking a ball and low contact racquet sports 	<ul style="list-style-type: none"> • Reopen additional amenities in accordance with provincial directives and guidelines. 	<ul style="list-style-type: none"> • Reopen additional amenities in accordance with provincial directives and guidelines. 	<ul style="list-style-type: none"> • Open all remaining amenities in accordance with provincial directives and guidelines.

	<p>like tennis, and pickleball.</p> <ul style="list-style-type: none"> • Post appropriate signage regarding physical distancing and limiting groups/ gatherings to no more than 5 people. 			
Municipal Events/Programs	<ul style="list-style-type: none"> • Canceled or postponed in advance of event according to needed lead time to organize it. 	<ul style="list-style-type: none"> • Consider hosting events/programs when province allows gatherings of the size needed to accommodate the event or program and in accordance with applicable provincial guidelines 	<ul style="list-style-type: none"> • Host events/programs when province allows gatherings of the size needed to accommodate the event or program and in accordance with applicable provincial guidelines. 	
Community Recovery	<ul style="list-style-type: none"> • Monitor and communicate potential grant and new relief programs and opportunities to help local businesses and support the local economy. • If available seek funding to help offset Municipal Costs associated with COVID 19 pandemic. • Utilize technology to move municipal business forward and to provide enhanced customer service to residents. • Promote the recovery of local businesses by hosting a virtual meeting to determine needs and explore opportunities such as shop local, or expanded temporary outdoor patios, bulk purchasing for PPE etc. 			