

	Preparedness Response Level			
	1	2	3	4
Objective →	1. Inform staff about personal protection and facilitate basic measures. 2. Inform public about personal protection in public facilities and facilitate basic measures.	1. Take active measures to protect staff by reducing exposure to public. 2. Inform public about personal protection and public health information via city communication channels. 3. Take basic measures to reduce public exposure in civic facilities.	1. Take elevated measures to protect staff by eliminating non-critical exposure to public. 2. Plan for 10-50% reduction in civic workforce. 3. Take active measures to reduce public exposure in civic facilities.	1. Plan for 50-100% reduction in civic workforce. 2. Eliminate public exposure in civic facilities. 3. Take active measures to reduce public exposure in public areas.
Preparedness Drivers →	<ul style="list-style-type: none"> Pandemic Identification Cases in Canada 	<ul style="list-style-type: none"> # of Cases in Manitoba & Canada Level of risk as Identified by Canada & Manitoba Cases in Selkirk / Interlake 	<ul style="list-style-type: none"> # of Cases in Manitoba & Canada Identification of community spread in Manitoba Level of risk as identified by Canada & Manitoba Severity of active measures taken by Canada and Manitoba 	<ul style="list-style-type: none"> # of Cases in Manitoba & Canada Cases of community spread in the Interlake/Selkirk Level of risk as identified by Canada & Manitoba Severity of active measures taken by Canada and Manitoba
Service Area ↓				
All Services	<ul style="list-style-type: none"> Install instructive hygiene posters in all civic facility washrooms. Hold departmental/team staff meetings to review public health educational messages on illness prevention and protection measures. Ensure soap and sanitizer dispensers are properly stocked and in working order. Verify that all telecommuting tools are in place and operational for all employees who have the ability to work from home. 	<ul style="list-style-type: none"> Sanitize all public entrance door handles/bars and public facing counters/table tops hourly. Close Operations and CRGT Buildings to all public access. Install signage and other visual markers and guidance to CitizenSupport Staff to enforce social distancing of citizens at Civic Centre. Ensure all employees who can work from home receive training and tools for telecommuting. All staff to begin self-assessments prior to attending work. Staff who present symptoms are to not attend work and seek appropriate medical advice. Encourage all staff to adhere to social distancing standards during breaks and lunches. Encourage staff to wear non-medical masks when social distancing standards 	<ul style="list-style-type: none"> Close Civic Centre to public access. Close Recreation Complex and Selkirk Arena to general public access (cancel all bookings and programming). Require staff to take breaks and lunches adhering to social distancing standards Eliminate all food sharing (pot-lucks, home baking offerings, etc) at the workplace. Review and adjust city billing practices to reduce the need for in-person transactions and to provide improved payment flexibility to citizens during the pandemic. 	<ul style="list-style-type: none"> Ensure all non-Essential personnel are working from home. Consider and process limited employee layoffs if alternate work cannot be found and provide supports for laid-off employees. Establish business resumption plans for each service area.

		<p>cannot be meet due to work requirements (PPE rules and workplace health and safety requirements take precedence however)</p> <ul style="list-style-type: none"> • Encourage limit of one staff person per vehicle. • Strongly encourage the use of non-medical masks if more that one employee is in a vehicle. 		
Administration	<ul style="list-style-type: none"> • Ensure Finance staff are cross-trained to ensure deliver critical financial services (accounts payable, Financial Impact Statement approvals, payroll/CAFT) • Adopt and educate staff on City's Pandemic Response Policy. • Develop prepared communications for expected public messaging to deploy as pandemic risk escalates and municipal service levels change in response. 	<ul style="list-style-type: none"> • Postpone or cancel non-priority functions as required (monthly financial reporting, Tactical Plan projects, etc). • Cross train employees to ensure payroll can be processed. • Ensure webservices team is crossed trained to maintain City's website and social media accounts for ongoing communications. • Implement pre-recorded messaging for main City phone line to direct citizens to website for service updates and to explain slower response times. • Communicate proactive messages to citizens to ask them to use self-serve options rather than in-person services (online bill payment, use CitizenSupport, etc). • Actively reduce face-to-face meetings with non-employees. • Initiate regular public communication on Social Media focusing on providing positive, public-health reinforcing messaging. 	<ul style="list-style-type: none"> • Initiate telecommuting for non-Essential employees. • Eliminate all non-critical in-person meetings with external individuals. 	<ul style="list-style-type: none"> • Initiate telecommuting for Essential employees where possible.
By-law Enforcement		<ul style="list-style-type: none"> • Conduct all meetings with the public outside or in the civic center (do not enter private residences). • Suspend enforcement of 24 hour on-street parking limit. 	<ul style="list-style-type: none"> • Suspend parking enforcement activities. • Postpone all administrative penalty screenings. • Provide discount period to all outstanding active penalty notices covering the time in the "High" risk period. 	<ul style="list-style-type: none"> • Suspend response to all non-emergency by-law enforcement activities.
Culture & Heritage		<ul style="list-style-type: none"> • Cancel all city delivered culture & heritage programming. (Unless otherwise possible while adhering to MB Health Orders) 	<ul style="list-style-type: none"> • Initiate telecommuting for non-Essential employees. • Explore potential community spirit building activities and messaging to 	<ul style="list-style-type: none"> • Initiate telecommuting for Essential employees where possible.

		<ul style="list-style-type: none"> Establish online “Stay at Home” activities hub for citizens to support them. 	<p>encourage and support citizens practice good social distancing behaviours.</p> <ul style="list-style-type: none"> Alternate shift schedules to limit the number of staff working in the same facility/office at the same time as practicable. 	
Economic Development	<ul style="list-style-type: none"> Share City’s Response plan with Selkirk Biz and Foundation to ensure understanding and to plan for expected impacts. 	<ul style="list-style-type: none"> Avoid networking and other non-essential off-site meetings. Reduce face-to-face on-site meetings where possible, using the largest room available when meetings are necessary. Inform all pending projects and developments of potential delays due to Pandemic response. 	<ul style="list-style-type: none"> Eliminate all face-to-face meetings Initiate telecommuting for non-Essential employees. Projects under development will be prioritized over new projects and inquiries. 	<ul style="list-style-type: none"> Postpone all site inspections. Postpone all transaction requiring the exchange of materials/documentation.
Emergency Measures	<ul style="list-style-type: none"> Undertake spring flood preparation with special consideration given to potential reduction of available labour. 			<ul style="list-style-type: none"> Open EOC if required by Council.
Fire	<ul style="list-style-type: none"> Inform IERHA of planned discontinuance of “Lift Assists”. Provide education to all firefighters regarding Covid-19 personal protection procedures. Review consumable supplies and consider additional purchases of critical items. 	<ul style="list-style-type: none"> Postpone all non-critical inspections. Establish lift assist response team of no more than 6 firefighters. 	<ul style="list-style-type: none"> Postpone all fire inspections. Postpone/cancel all departmental training activities. Postpone/cancel all controlled fire permits. 	<ul style="list-style-type: none"> Once more than 50% of firefighters are unable to respond, initiate the practice of calling for mutual aid assistance at the outset of all calls. Discontinue “Lift Assists”.
Governance	<ul style="list-style-type: none"> Provide Council with all relevant public health and pandemic status news releases and updates. Prepare Pandemic News page on city website to provide timely municipal service information to citizens. 	<ul style="list-style-type: none"> Disinfect Council Chamber gallery seats after each council meeting. Reducing seating in chambers to ensure social distancing is followed by the public guests. Add additional tables to ensure Council is able to observe social distancing standards during meetings. Require all information to be shared with council be done electronically only (no handouts to council by citizens). Postpone / cancel all non-essential public hearings and citizen engagement. Cross train employees to ensure council agendas can be produced despite staff shortages. Propose to Council a resolution that allows for the impromptu cancelling of council meetings. 	<ul style="list-style-type: none"> Postpone all public hearings (except for the Financial Plan public hearing or hearings deemed critical by the CAO) and citizen engagement meetings. Establish tele-meeting process to facilitate virtual council meetings that fulfill the requirements of the Municipal Act. 	<ul style="list-style-type: none"> Cancel all regular meetings of Council, calling special meetings if and as required. Provide regular briefings to Council via teleconference with minutes recorded for public distribution. Consider declaring state of local emergency.

Parks & Recreation	<ul style="list-style-type: none"> Share City’s Response plan with Selkirk Renewal Corp, S&D Weed Control and Selkirk Transit Authority to ensure understanding and to plan for expected impacts. 	<ul style="list-style-type: none"> Cancel all city delivered park and recreation programming. (Unless otherwise possible while adhering to MB Health Orders) Staff to use disinfecting wipes to sanitize vehicles before and after each use. Increase sanitization of touchpoints in recreation facilities (door handles/bars, restrooms, counters, etc). Contact private bookings in City facilities and encourage them to postpone or cancel their events/activities and informing them of potential for City to unilaterally cancel bookings as risk level rises. Bookings may be accepted with restrictions that adhere to the spirit of the MB Health Orders. Erect warning signs on city playgrounds and other amenities informing citizens of the potential for covid-19 transmission. 	<ul style="list-style-type: none"> Cancel or postpone all recreation facility bookings (arenas, halls, pool, campground) for a determined time period. Cancel or postpone all events booked for park or park amenity rental/use for a determined time period. Review all planned programming for the year and determine key decision factors and timing for assessing the viability of delivering the services. (eg – pool, concert series, Canada Day, etc) Establish limit of one staff person per vehicle. 	<ul style="list-style-type: none"> Close City play structures
Police (RCMP initiating internal Business Continuity Plan)				
Public Transit	<ul style="list-style-type: none"> Install informative posters about personal protection on the buses. Provide drivers with hand sanitizer or disinfectant wipes for personal use. 	<ul style="list-style-type: none"> Staff to use disinfecting wipes to sanitize vehicles before and after each use. Wipe all seats and hand contacted surfaces on buses after every four hours of service. Transit to enforce on-bus social distancing by closing alternating rows of seats. 	<ul style="list-style-type: none"> Sanitize used seats and all hand contacted surfaces after each Selkirk Mobility user leaves the bus. Wipe all seats and hand contacted surfaces on Selkirk Transit buses after every two hours of service. 	<ul style="list-style-type: none"> Suspend Selkirk Transit service. Enhance availability of Selkirk Mobility transportation for health services. As required, prioritize healthcare related rides over all other services.
Solid Waste		<ul style="list-style-type: none"> Sanitize counter tops and PoS system hourly. Staff to use disinfecting wipes to sanitize vehicles before and after each use. 	<ul style="list-style-type: none"> Postpone Spring Clean-up. Reduce days of operation at waste transfer station to three days a week if reduced staff availability necessitates it. Sanitize counter tops and PoS system after each customer. 	<ul style="list-style-type: none"> Close Waste Transfer Station to public if reduced staff availability necessitates it. Utilize any available city staff to support curbside pickup if contractor is unable to maintain level of service. Reduce curb pick up to bi-weekly if required due to limited labour availability.
Stormwater	<ul style="list-style-type: none"> Install flood mitigation pumps and other measures in advance. Reach out to other municipalities to establish mutual aid protocols to share resources if and as possible. 	<ul style="list-style-type: none"> Staff to use disinfecting wipes to sanitize vehicles before and after each use. Cross train employees who have previous utility experience to take on utility functions as needed. 	<ul style="list-style-type: none"> Use contractors and mutual aid labour to supplement service when city staff are unavailable. Establish limit of one staff person per vehicle. 	

Transportation	<ul style="list-style-type: none"> Review consumable supplies and consider additional purchases of critical items. Reach out to other municipalities to establish mutual aid protocols to share resources if and as possible. 	<ul style="list-style-type: none"> Staff to use disinfecting wipes to sanitize vehicles before and after each use. 	<ul style="list-style-type: none"> Use contractors and mutual aid labour to supplement service when city staff are unavailable. Establish limit of one staff person per vehicle. Prioritize work based on impact to public safety, focusing on Priority 1 roads. Postpone or cancel all non-essential work such as curb painting if required due to limited labour availability. Assess the potential risk to service for capital project to determine if projects should be postponed or cancelled. 	<ul style="list-style-type: none"> Postpone all road grading and dust control if required due to limited labour availability. Focus efforts on operating Priority 1 roads if required due to limited labour availability.
Wastewater	<ul style="list-style-type: none"> Review consumable supplies and consider additional purchases of critical items. Reach out to other municipalities to establish mutual aid protocols to share resources if and as possible. Confirm with Manitoba the protocol for reenlisting past employees to work at plant. 	<ul style="list-style-type: none"> Staff to use disinfecting wipes to sanitize vehicles before and after each use. Put out citizen communication regarding “flushable” wipes. Implement service call screening to assess risk to determine if staff will enter private properties for service requests. Cross train employees who have previous utility experience to take on utility functions as needed. Contact retired/past employees to see if they would be able to provide support. 	<ul style="list-style-type: none"> Use contractors and mutual aid labour to supplement service when city staff are unavailable. Establish limit of one staff person per vehicle. Assess the potential risk to service for capital project to determine if projects should be postponed or cancelled. Only attend service calls if request relates to immediate risk to human health or property damage. 	
Water	<ul style="list-style-type: none"> Review consumable supplies and consider additional purchases of critical items. Reach out to other municipalities to establish mutual aid protocols to share resources if and as possible. Confirm with Manitoba the protocol for reenlisting past employees to work at plant. 	<ul style="list-style-type: none"> Staff to use disinfecting wipes to sanitize vehicles before and after each use. Close water treatment plant to everyone but employees. Cross train employees who have previous utility experience to take on utility functions as needed. Contact retired/past employees to see if they would be able to provide support. Implement service call screening to assess risk to determine if staff will enter private properties for service requests. 	<ul style="list-style-type: none"> Use contractors and mutual aid labour to supplement service when city staff are unavailable. Establish limit of one staff person per vehicle. Assess the potential risk to service for capital project to determine if projects should be postponed or cancelled. Only attend service calls if request relates to immediate risk to human health or property damage. 	<ul style="list-style-type: none"> If required, provide for a qualified utility operator to be housed within the water treatment plant to provide 24/7 service to keep service operating.