

	Preparedness Response Level			
	1	2	3	4
<b>Objective →</b>	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.
<b>Preparedness Drivers →</b> *note that Selkirk may choose a Preparedness Response Level that aligns or is more extensive than Manitoba's Pandemic Response System designation for the Interlake-Eastern Region but may not be less than the current provincial designation. Provincial drivers to increase Manitoba's preparedness level designation include: <ul style="list-style-type: none"> <li>growing test positivity rates in the two to three per cent range, which could signal higher risk;</li> <li>case numbers that are rapidly growing, which could signal a higher risk;</li> <li>an increase in the number of days passed since positive cases are linked to transmission, which could signal a declining risk;</li> <li>contact tracing and the degree to which cases are contained in clusters or are community based, which can determine whether the risk is locally or more broadly based;</li> <li>health system capacity to deal with a surge in cases requiring hospitalization, intensive care, or other interventions which can signal overwhelming of the health system.</li> </ul>	<ul style="list-style-type: none"> <li>Pandemic Identification</li> <li>Cases in Canada</li> <li>Cases in Manitoba are minimal or non-existent. Provincial cases can be quickly contained.</li> </ul>	<ul style="list-style-type: none"> <li># of Cases in Manitoba &amp; Canada</li> <li>Level of risk as Identified by Canada &amp; Manitoba</li> <li>Cases in Interlake-Eastern Region are minimal</li> <li>Minimal or no active localized cases in the City of Selkirk and/or surrounding filter areas (St. Andrews/St.Clements)</li> <li>Small clusters or outbreaks in other areas of the province</li> <li>Manitoba's Pandemic Response System has indicated that a provincially designated region that contains the City of Selkirk Yellow: Caution.</li> </ul>	<ul style="list-style-type: none"> <li># of Cases in Manitoba &amp; Canada</li> <li>Level of risk as identified by Canada &amp; Manitoba the outbreak level in Manitoba must be at a level that the health system can manage including the Selkirk Regional Health Center.</li> <li>Severity of active measures taken by Canada.</li> <li>Small to moderate clusters or outbreaks in other areas of the province.</li> <li>Localized clusters in the City of Selkirk and/or surrounding filter areas (St. Andrews/St.Clements). These cases are largely contained.</li> <li>Small to moderate number of cases in the Interlake-Eastern region</li> <li>Manitoba's Pandemic Response System has indicated that a provincially designated region that contains the City of Selkirk is Orange: Restricted or Red: Critical.</li> </ul>	<ul style="list-style-type: none"> <li># of Cases in Manitoba &amp; Canada</li> <li>Moderate to large number of cases of community spread in the Interlake-Eastern region or Selkirk specific area that cannot be contained</li> <li>Spread of the COVID-19 virus is outside the capacity of Manitoba's Healthcare system.</li> <li>Level of risk as identified by Canada</li> <li>Severity of active measures taken by Canada</li> <li>Moderate to large clusters or outbreaks in other areas of the province.</li> <li>Moderate to large localized clusters in the City of Selkirk and/or surrounding filter areas (St. Andrews/St.Clements)</li> <li>Manitoba's Pandemic Response System has indicated that a provincially designated region that contains the City of Selkirk is Orange: Restricted or Red: Critical.</li> </ul>

Service Area ↓				
<p><b>All Services</b></p>	<ul style="list-style-type: none"> <li>• Install instructive hygiene posters in all civic facility washrooms.</li> <li>• Hold departmental/team staff meetings to review public health educational messages on illness prevention and protection measures.</li> <li>• Ensure soap and sanitizer dispensers are properly stocked and in working order.</li> <li>• Verify that all telecommuting tools are in place and operational for all employees who have the ability to work from home.</li> </ul>	<ul style="list-style-type: none"> <li>• Sanitize all public entrance door handles/bars and public facing counters/table tops hourly.</li> <li>• Mandate the use of masks by all citizens and stakeholders entering the Civic Center, CRGT or Operations buildings.</li> <li>• Close Operations and CRGT Buildings to all public access except for scheduled face-to-face meetings that are essential to operation.</li> <li>• Install signage and other visual markers and guidance to CitizenSupport Staff to enforce the use of masks and social distancing of citizens at Civic Centre.</li> <li>• Ensure all employees who can work from home receive training and tools for telecommuting.</li> <li>• All staff to begin self-assessments prior to attending work. Staff who present symptoms are to not attend work and seek appropriate medical advice.</li> <li>• Encourage all staff to adhere to social distancing standards during breaks and lunches.</li> <li>• Encourage staff to wear non-medical masks when social distancing standards cannot be met due to work requirements (PPE rules and workplace health and safety requirements take precedence however)</li> <li>• Encourage limit of one staff person per vehicle.</li> <li>• Mandate the use of non-medical masks if more than one employee is in a vehicle.</li> <li>• Utilize larger City owned spaces such the Recreational Center to ensure that proper physical distancing measures can be adhered to when face to face meetings are required.</li> <li>• Encourage outdoor meetings when conditions allow.</li> <li>• Ensure that all stations are properly sanitized after meetings are conducted.</li> <li>• Consider the implications that Manitoba's Back-to-School plan may have on City staffing and services.</li> </ul>	<ul style="list-style-type: none"> <li>• Close Civic Centre to public access.</li> <li>• <b>Reduce the public access to to the Recreation Complex to those accessing restricted programing (i.e. Walk/Jog) allowable based on the most current Public Health Orders.</b> Changes to scheduling will be communicated through the City of Selkirk media platforms, websites and user groups will notified individually by City staff.</li> <li>• Require staff to take breaks and lunches adhering to social distancing standards</li> <li>• Eliminate all food sharing (pot-lucks, home baking offerings, etc) at the workplace.</li> <li>• 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.</li> <li>• <b>Limit in person meetings to those individuals essential to the meeting or project and adhere to all room or venue limitations.</b></li> <li>• <b>Require mask use by all staff travelling with more than one person in a vehicle.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all non-Essential personnel are working from home.</li> <li>• Consider and process limited employee layoffs if alternate work cannot be found and provide supports for laid-off employees.</li> <li>• Establish business resumption plans for each service area.</li> <li>• <b>Eliminate all non-critical in person meetings with external stakeholders.</b></li> <li>• <b>Close Recreation Complex and Selkirk Arena to general public access (cancel all bookings and programming).</b></li> <li>• <b>Limit one person per vehicle for City staff.</b></li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure that all City staff have the COVID Alert App on all City of Selkirk issued phones.</li> </ul>		
	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Ensure Finance staff are cross-trained to ensure deliver critical financial services (accounts payable, Financial Impact Statement approvals, payroll/CAFT)</li> <li>• Adopt and educate staff on City's Pandemic Response Policy.</li> <li>• Develop prepared communications for expected public messaging to deploy as pandemic risk escalates and municipal service levels change in response.</li> </ul>	<ul style="list-style-type: none"> <li>• Postpone or cancel non-priority functions as required (monthly financial reporting, Tactical Plan projects, etc).</li> <li>• Cross train employees to ensure payroll can be processed.</li> <li>• Ensure webservices team is crossed trained to maintain City's website and social media accounts for ongoing communications.</li> <li>• Implement pre-recorded messaging for main City phone line to direct citizens to website for service updates and to explain slower response times.</li> <li>• Communicate proactive messages to citizens to ask them to use self-serve options rather than in-person services (online bill payment, use CitizenSupport, etc).</li> <li>• Actively reduce face-to-face meetings with non-employees. Require all those entering the building for required face-to-face meetings to wear non-medical face masks.</li> <li>• Initiate regular public communication on Social Media focusing on providing positive, public-health reinforcing messaging.</li> <li>• Reduce the number of people that may enter the foyer of the Civic office at one time.</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate telecommuting for non-Essential employees.</li> <li>• <b>Limit in person meetings to those individuals essential to the meeting or project and adhere to all room or venue limitations.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Initiate telecommuting for Essential employees where possible.</li> <li>• <b>Eliminate all non-critical in-person meetings with external individuals.</b></li> </ul>
<b>By-law Enforcement</b>		<ul style="list-style-type: none"> <li>• Conduct all meetings with the public outside or in the civic center when possible (do not enter private residences if it can be avoided ).</li> <li>• Adhere to proper vehicle cleaning procedures.</li> <li>• Suspend enforcement of 24 hour on-street parking limit.</li> <li>• Employees to follow Safe Work procedures when entering private residences for necessary service requests.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce parking enforcement activities with special focus on activities that hinder the ability of Operations activities (i.e. snow clearing), <b>reactive patrolling and focused patrolling of problem areas.</b></li> <li>• <b>Conduct</b> all administrative penalty screenings <b>by phone.</b></li> <li>• Provide discount period to all outstanding active penalty notices covering the time in the "High" risk period.</li> </ul>	<ul style="list-style-type: none"> <li>• Suspend response to all non-emergency by-law enforcement activities.</li> <li>• <b>Eliminate foot patrols.</b></li> </ul>

		<ul style="list-style-type: none"> <li>Restrict public entry to the Animal Retention Center for those collecting animals. Encourage all fine payment to be made at the Civic Office prior to animal pick-up.</li> </ul>	<ul style="list-style-type: none"> <li>Reduce non-essential By-Law Enforcement activities based on capacity (i.e. shopping cart collection)</li> </ul>	
<b>Culture &amp; Heritage</b>		<ul style="list-style-type: none"> <li>Cancel all city delivered culture &amp; heritage programming. (Unless otherwise possible while adhering to MB Health Orders)</li> <li>Establish online “Stay at Home” activities hub for citizens to support them.</li> </ul>	<ul style="list-style-type: none"> <li>Initiate telecommuting for non-Essential employees.</li> <li>Explore potential community spirit building activities and messaging to encourage and support citizens practice good social distancing behaviors.</li> <li>Alternate shift schedules to limit the number of staff working in the same facility/office at the same time as practicable.</li> </ul>	<ul style="list-style-type: none"> <li>Initiate telecommuting for Essential employees where possible.</li> </ul>
<b>Economic Development</b>	<ul style="list-style-type: none"> <li>Share City’s Response plan with Selkirk Biz and Foundation to ensure understanding and to plan for expected impacts.</li> </ul>	<ul style="list-style-type: none"> <li>Avoid networking and other non-essential off-site meetings.</li> <li>Reduce face-to-face on-site meetings where possible, using the largest room available when meetings are necessary.</li> <li>Inform all pending projects and developments of potential delays due to Pandemic response.</li> </ul>	<ul style="list-style-type: none"> <li><b>Limit in person meetings to those individuals essential to the meeting or project and adhere to all room or venue limitations.</b></li> <li>Initiate telecommuting for non-Essential employees.</li> <li>Projects under development will be prioritized over new projects and inquiries.</li> </ul>	<ul style="list-style-type: none"> <li>Postpone all site inspections.</li> <li>Postpone all transaction requiring the exchange of materials/documentation.</li> <li><b>Eliminate all face-to-face meetings</b></li> </ul>
<b>Emergency Measures</b>	<ul style="list-style-type: none"> <li>Undertake spring flood preparation with special consideration given to potential reduction of available labour.</li> </ul>			<ul style="list-style-type: none"> <li>Open EOC if required by Council.</li> </ul>
<b>Fire</b>	<ul style="list-style-type: none"> <li>Inform IERHA of planned discontinuance of “Lift Assists”.</li> <li>Provide education to all firefighters regarding Covid-19 personal protection procedures.</li> <li>Review consumable supplies and consider additional purchases of critical items.</li> <li>Create attendance protocols and limit the number of attendees in the firehall vs. responding directly to a scene.</li> <li>Ensure appropriate PPE is being worn for all essential response entry to private and public property</li> </ul>	<ul style="list-style-type: none"> <li>Postpone all non-critical inspections.</li> <li>Establish lift assist response team of no more than 6 firefighters.</li> <li><b>Ensure the use of proper PPE when conducting essential fire inspections.</b></li> <li><b>Establish cohorts for required training and adhere to social distancing requirements.</b></li> <li><b>Establish Mutual Aid Response plan to limit the number of members assisting neighboring districts.</b></li> <li><b>Conduct all residential by-law related fire inspection meetings with residents outdoors.</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Conduct essential or priority fire inspections at the discretion of the Fire Chief or based on provincial regulation.</b></li> <li><b>Conduct fire department training limited to special service groups or cohorts of no more than six trainees and one trainer per session. Multiple (2) training sessions may be completed on the same night if the training sessions are conducted at separate locations and the cohorts do not interact.</b></li> <li>Postpone/cancel all controlled fire permits.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Discontinue “Lift Assists”.</li> <li><b>Postpone all fire inspections.</b></li> <li><b>Postpone/cancel all departmental training activities.</b></li> </ul>

<p><b>Governance</b></p>	<ul style="list-style-type: none"> <li>• Provide Council with all relevant public health and pandemic status news releases and updates.</li> <li>• Prepare Pandemic News page on city website to provide timely municipal service information to citizens.</li> </ul>	<ul style="list-style-type: none"> <li>• Disinfect Council Chamber gallery seats after each council meeting.</li> <li>• Reducing seating in chambers to ensure social distancing is followed by the public guests.</li> <li>• Add additional tables to ensure Council is able to observe social distancing standards during meetings.</li> <li>• Require all information to be shared with council be done electronically only (no handouts to council by citizens).</li> <li>• Postpone / cancel all non-essential public hearings and citizen engagement.</li> <li>• Cross train employees to ensure council agendas can be produced despite staff shortages.</li> <li>• Propose to Council a resolution that allows for the impromptu cancelling of council meetings.</li> <li>• Require the use of non-medical masks for non-city employees attending council meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Postpone all public hearings (except for the Financial Plan public hearing or hearings deemed critical by the CAO) and citizen engagement meetings.</li> <li>• Establish tele-meeting process to facilitate virtual council meetings <b>and public hearings</b> that fulfill the requirements of the Municipal Act.</li> </ul>	<ul style="list-style-type: none"> <li>• Cancel all regular meetings of Council, calling special meetings if and as required.</li> <li>• Provide regular briefings to Council via teleconference with minutes recorded for public distribution.</li> <li>• Consider declaring state of local emergency.</li> </ul>
<p><b>Parks &amp; Recreation</b></p>	<ul style="list-style-type: none"> <li>• Share City's Response plan with Selkirk Renewal Corp, S&amp;D Weed Control and Selkirk Transit Authority to ensure understanding and to plan for expected impacts.</li> </ul>	<ul style="list-style-type: none"> <li>• Cancel all city delivered park and recreation programming. (Unless otherwise possible while adhering to MB Health Orders)</li> <li>• Staff to use disinfecting wipes to sanitize vehicles before and after each use.</li> <li>• Increase sanitization of touchpoints in recreation facilities (door handles/bars, restrooms, counters, etc).</li> <li>• 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.</li> <li>• Bookings may be accepted with restrictions that adhere to the spirit of the MB Health Orders.</li> <li>• Erect warning signs on city playgrounds and other amenities informing citizens of the potential for covid-19 transmission.</li> <li>• Revise facility business continuity plans to include appropriate social distancing process and procedure.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Create safe work or return to play plans for any park or recreational facilities that are allowed to open based on the most current Public Health Orders.</b></li> <li>• <b>Create safe use practices and agreements (when applicable) for any events booked for park or park amenity rental ensuring compliance with the most current Public Health Orders.</b></li> <li>• 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)</li> </ul>	<ul style="list-style-type: none"> <li>• Close City play structures</li> <li>• <b>Cancel or postpone all recreation facility bookings (arenas, halls, pool, campground) for a determined time period.</b></li> <li>• <b>Cancel or postpone all events booked for park or park amenity rental/use for a determined time period.</b></li> </ul>

		<ul style="list-style-type: none"> <li>• Provide public communication regarding any decreases or changes in seasonal services.</li> <li>• Require the use of non-medical masks for non-city employees attending recreational facilities.</li> <li>• Ensure that all users adhere to facility specific pandemic pre-cautions put in place by CRGT.</li> </ul>		
<b>Police (RCMP initiating internal Business Continuity Plan)</b>				
<b>Public Transit</b>	<ul style="list-style-type: none"> <li>• Install informative posters about personal protection on the buses.</li> <li>• Provide drivers with hand sanitizer or disinfectant wipes for personal use.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to use disinfecting wipes to sanitize vehicles before and after each use.</li> <li>• Wipe all seats and hand contacted surfaces on buses after every four hours of service.</li> <li>• Mandatory use of non-medical masks for all transit users and staff.</li> <li>• Transit to enforce on-bus social distancing by closing alternating rows of seats.</li> </ul>	<ul style="list-style-type: none"> <li>• Sanitize used seats and all hand contacted surfaces after each Selkirk Mobility user leaves the bus.</li> <li>• Wipe all seats and hand contacted surfaces on Selkirk Transit buses after every two hours of service.</li> </ul>	<ul style="list-style-type: none"> <li>• Suspend Selkirk Transit service.</li> <li>• Enhance availability of Selkirk Mobility transportation for health services.</li> <li>• As required, prioritize healthcare related rides over all other services.</li> </ul>
<b>Solid Waste</b>		<ul style="list-style-type: none"> <li>• Sanitize counter tops and PoS system hourly.</li> <li>• Staff to use disinfecting wipes to sanitize vehicles before and after each use.</li> <li>• Create increased safety precautions for solid waste collection including public messaging.</li> </ul>	<ul style="list-style-type: none"> <li>• Postpone Spring Clean-up. (Rescheduled to Sept 10-14, 2020)</li> <li>• Reduce days of operation at waste transfer station to three days a week if reduced staff availability necessitates it.</li> <li>• Sanitize counter tops and PoS system after each customer.</li> </ul>	<ul style="list-style-type: none"> <li>• Close Waste Transfer Station to public if reduced staff availability necessitates it.</li> <li>• Utilize any available city staff to support curbside pickup if contractor is unable to maintain level of service.</li> <li>• Reduce curb pick up to bi-weekly if required due to limited labour availability.</li> </ul>
<b>Stormwater</b>	<ul style="list-style-type: none"> <li>• Install flood mitigation pumps and other measures in advance.</li> <li>• Reach out to other municipalities to establish mutual aid protocols to share resources if and as possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to use disinfecting wipes to sanitize vehicles before and after each use.</li> <li>• Cross train employees who have previous utility experience to take on utility functions as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Use contractors and mutual aid labour to supplement service when city staff are unavailable.</li> </ul>	
<b>Transportation</b>	<ul style="list-style-type: none"> <li>• Review consumable supplies and consider additional purchases of critical items.</li> <li>• Reach out to other municipalities to establish mutual aid protocols to share resources if and as possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to use disinfecting wipes to sanitize vehicles before and after each use.</li> <li>• Cross train employees who have previous utility experience to take on transportation functions as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Use contractors and mutual aid labour to supplement service when city staff are unavailable.</li> <li>• Prioritize work based on impact to public safety, focusing on Priority 1 roads.</li> <li>• Postpone or cancel all non-essential work such as curb painting if required due to limited labour availability.</li> </ul>	<ul style="list-style-type: none"> <li>• Postpone all road grading and dust control if required due to limited labour availability.</li> <li>• Focus efforts on operating Priority 1 roads if required due to limited labour availability.</li> </ul>

			<ul style="list-style-type: none"> <li>Assess the potential risk to service for capital project to determine if projects should be postponed or cancelled.</li> </ul>	
<b>Wastewater</b>	<ul style="list-style-type: none"> <li>Review consumable supplies and consider additional purchases of critical items.</li> <li>Reach out to other municipalities to establish mutual aid protocols to share resources if and as possible.</li> <li>Confirm with Manitoba the protocol for reenlisting past employees to work at plant.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to use disinfecting wipes to sanitize vehicles before and after each use.</li> <li>Put out citizen communication regarding “flushable” wipes.</li> <li>Implement service call screening to assess risk to determine if staff will enter private properties for service requests.</li> <li>Cross train employees who have previous utility experience to take on utility functions as needed.</li> <li>Contact retired/past employees to see if they would be able to provide support.</li> <li>Employees to follow Safe Work procedures when entering private residences for necessary service requests.</li> </ul>	<ul style="list-style-type: none"> <li>Use contractors and mutual aid labour to supplement service when city staff are unavailable.</li> <li>Assess the potential risk to service for capital project to determine if projects should be postponed or cancelled.</li> </ul>	<ul style="list-style-type: none"> <li><b>Only attend service calls if request relates to immediate risk to human health or property damage.</b></li> </ul>
<b>Water</b>	<ul style="list-style-type: none"> <li>Review consumable supplies and consider additional purchases of critical items.</li> <li>Reach out to other municipalities to establish mutual aid protocols to share resources if and as possible.</li> <li>Confirm with Manitoba the protocol for reenlisting past employees to work at plant.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to use disinfecting wipes to sanitize vehicles before and after each use.</li> <li>Close water treatment plant to everyone but employees.</li> <li>Cross train employees who have previous utility experience to take on utility functions as needed.</li> <li>Contact retired/past employees to see if they would be able to provide support.</li> <li>Implement service call screening to assess risk to determine if staff will enter private properties for service requests.</li> <li>Employees to follow Safe Work procedures when entering private residences for necessary service requests.</li> </ul>	<ul style="list-style-type: none"> <li>Use contractors and mutual aid labour to supplement service when city staff are unavailable.</li> <li>Assess the potential risk to service for capital project to determine if projects should be postponed or cancelled.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li><b>Only attend service calls if request relates to immediate risk to human health or property damage.</b></li> </ul>