



Business Continuity Plan (BCP) for COVID-19

March 20, 2020 Update

Municipality of the District of St. Mary's

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Sherbrooke, Nova Scotia

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Introduction:

The Covid-19 virus has been classified as a pandemic by the World Health Organization (WHO) and the Province is undertaking affirmative action to reduce the risk of transmission of the virus.

The Municipality of the District of St. Mary's is committed to protecting the health and safety of our residents, councilors, staff and customers by reducing the risk of coming in contact with the Covid-19 virus. That is why we have developed a Business Continuity Plan (BCP) that will assist in limiting potential exposure to the virus.

Our BCP includes but is not limited to the following:

- Identify critical operations and services that the municipality provides and realignment of staff to ensure the continued provision of those operations and services.
- Encourage the use of on-line options where possible for payments and other transactions that normally occur through face to face interaction at the front counter of the Municipal Office.
- Adopt Provincial Government recommended best practices for travel both within and outside of Canada.
- Support staff when appropriate to work remotely from home.
- Encourage the use of teleconference, video conference and other forms of technology generated meetings where appropriate.
- Suspend and postpone municipal recreation programs and events in coordination with operational changes instituted by the Strait Regional Centre of Education and St. Mary's Education Centre and Academy and in collaboration with local community organizations.

- Develop internal and external communications plans to ensure updates are received and communicated in time to inform and direct new courses of action as appropriate with the evolving situations.

Oversight of this BCP will be provided by the EMO Advisory Committee for the Municipality. The committee is made up of the EMO Coordinator, the EMO Alternate Coordinator, the CAO, the Warden and one Councillor.

The BCP will be reviewed on an on-going bases for adherence to Canadian and Nova Scotian policies and practices relating to the Covid-19 situation. Changes will be made and updates provided as required throughout the duration of the Covid-19 pandemic.

Current Action Taken:

Municipal Programs & Facilities

- Municipal Office closed to the public as of noon March 18th until further notice.
- Staff will continue to work, utilizing working from home when practical to do so.
- All recreation programs cancelled until further notice.
- Fitness Center closed as is required by the closure of the community use of schools directive from SRCE.
- Before and After School Program will be closed until classes resume at SMECA.
- The RecPlex is closed for the season.

- The municipality will promote the use of on-line transactions where ever possible.
- Council and Committee meetings will be via teleconference with the recorded proceedings posted on the municipal website along with printed minutes as soon as practical following the meetings (As per direction from DMAH and in consultation from Municipal Solicitor).
- Additional care will be taken in cleaning the Municipal Administration Building.
- Water treatment and sewage treatment plants will continue to operate without interruption.
- The Transfer Station will remain open as per the regular scheduled times.
- Curb side collection of solid waste and recyclables will continue as per the regular scheduled times.
- The Sherbrooke Library will be closed for as per decision of Eastern Counties Regional Libraries.

Travel

- Councillors and staff who travel outside of Canada are to self-quarantine for 14 days following return to Canada, as per the Provinces' recently announced practice. Where practical arrangements will be made for staff to work from home during the quarantine period.
- Attendance at municipal conferences, conventions and workshops for staff and Councillors cancelled.
- Participation at provincial and regional committees to be by video or teleconference when practical to do so.

Support for the Health of Residents, Councillors and Staff

- The Municipality will continue to monitor the Covid-19 situation and will share the latest national and provincial updates as they become available to us.
- Residents are asked to respect social distancing, in line with Health Canada and NSHA requirements.
- Additional information on being prepared for the Covid-19 virus can be found at the Government of Canada website:
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html>
- Staff are reminded of the support available through the Employee Assistance Program (EPA).
- All residents are encouraged to call 811 if experiencing any symptoms of Covid-19 and to ask for a test as soon as possible.