



Pandemic Emergency Response Plan

The Town of Daysland Pandemic Emergency Response Plan has been updated to comply with the current health concerns arising out of the worldwide COVID-19 outbreak.

Pandemic response procedures are designed to ensure the health and safety of staff and define the specific roles, processes, and systems necessary to support ongoing operations. Response to a pandemic is different from a natural or human induced disaster as it impacts the human infrastructure. A pandemic creates high absenteeism rates resulting in decreased productivity.

A pandemic is a worldwide outbreak of a specific disease which affects a large proportion of the population. During emergencies, the World Health Organization's (WHO) operational role includes leading and coordinating the health response in support of countries, undertaking risk assessments, identifying priorities and setting strategies, providing critical technical guidance, supplies and financial resources as well as monitoring the health situation.

Assistance from the Government

"Alberta has a graduated structure of emergency response, used for all emergencies including pandemic influenza. This means that assistance can be accessed at the next level if the affected level becomes overwhelmed. For example, emergency events are coordinated at the municipal level first through the Director of Emergency Management, through AEMA at the provincial level, and through Public Safety Canada at the federal level." – Alberta's Pandemic Influenza Plan.

Any directives from the provincial health authority or higher levels of government will supersede this plan.

Pandemic Emergency Response Procedure

Preventative Measures

- Get your vaccinations (if possible), as recommended by the local Health Services.
- Coughing or sneezing should be done into your elbow, upper arm or a tissue which is to be thrown away immediately. **Do not** cough or sneeze into your hands.
- Wash your hands for a minimum of 20 seconds using soap and water. Washing your hands often will help protect you from getting sick. When soap and water are not available, use alcohol-based disposable hand wipes or gel sanitizers.
- Provide tissues, no-touch waste containers, hand soap and sanitizers.
- Practice other good health habits. Get plenty of sleep, be physically active, manage stress, drink plenty of fluids, eat nutritious foods and avoid smoking, which may increase the risk of serious consequences if you do contract an illness.
- Promote workplace cleaning and environmental decontamination.
- Regularly clean shared workstations and equipment after use.



- Thoroughly wash cups, glasses, dishes and cutlery with hot water and soap (preferably in dishwasher) after use.

Pandemic Alert is Received (via Alberta Health Services, Media etc.)

The virus that causes COVID-19 is infecting people and spreading easily from person-to-person. Cases have been detected in most countries worldwide and community spread is being detected in a growing number of countries. Therefore, Town of Daysland has put in place procedures to help control the spread of COVID-19:

- Discuss the situation with the management team and determine what steps will be taken moving forward.
- Discuss work priorities with the management team and identify options for re-prioritizing and/or reallocating resources.
- Notify all staff via text or email memo of management's decision moving forward.
- For healthy staff that must attend the workplace, ensure preventative steps are enforced and monitor the situation.
- All employees are to report any illnesses to their supervisor immediately and stay home until further instruction is given by health professionals.
- Employees who become sick should call Health Link Alberta at 811 to receive further information regarding whether they should be self-quarantined for 2 weeks or are able to continue going to work.
- Employees who become sick are to stay at home until symptoms resolve or mandated quarantine is lifted.
- Employees who have been in contact with anyone who has been under mandated quarantine or has been confirmed infected with COVID-19 will be asked to self quarantine for 2 weeks.
- If an employee is able to work remotely, they may be asked to work from home until further notice.
- Shop visits will be ceased during the pandemic unless it is mandatory for an employee to visit a specified site.
- Management will complete daily call in's to site with the supervisors to monitor the site situations and client expectations.
- Supervisors are asked to monitor their employees health situations and make sure they are "fit for duty".
- Avoid sharing personal protective equipment and tools between employees.
- Bring a lunch and eat at your desk or away from others. Refrain from using main lunchrooms. Staggered lunch times may be implemented.
- Social distancing – practice keeping a distance of at least 2 meters from those demonstrating flu-like symptoms.
- Avoid physical contact with people as much as possible.
- If an employee receives a positive COVID-19 test result, all employees and clients who have come into direct contact with said employee will be notified immediately.

These actions will be followed until the pandemic emergency has ended



Any updates to the severity of a pandemic situation will be taken into consideration and updates to the emergency response plan will be made accordingly



Pandemic Emergency is Ended

- Notify staff via text or email memo stating that the pandemic has ended.
- Conduct a debrief session with all personnel.
- Update the Pandemic Emergency Plan to reflect noted deficiencies and potential improvements.
- Continue practicing certain preventative measures.