



# City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic Block Party Relaunch Plan



## **Introduction:**

The City of Fort Saskatchewan COVID Task Force reviewed and approved the relaunch of the Block Party program as outlined in the following plan, consisting of three parts:

- Part 1: FCSS's considerations specific to the Block Party Program
- Appendix A: General principles to reopening services in Alberta
- Appendix B: COVID-19 Symptoms, Screening Protocols and Infection Response

## **Restrictions and Prohibitions:**

Alberta's Chief Medical Officer of Health (CMOH) may issue Public Health Orders and Guides to protect Albertans from serious consequences of disease, such as COVID-19.

## **Reopening Plan Updates and Communications Procedures**

Each staff member associated to this plan will review the guides, City protocols and updated hazard assessment. Changes will require an updated plan to be reviewed by staff.

Training will be provided to staff prior to implementing new procedures and operations.

Family and Community Support Services Department will work with Corporate Communications to post and disseminate information about changes to the Block Party program.

## **Part 1: Block Party Program Relaunch Plan**

**Date:** Revised 2020 June18

### **Situation:**

The Task Force supports the relaunch of the Block Party Program.

### **Desired Response:**

The Block Party Program resumes in a modified format to promote neighbourhood wellbeing in a COVID-19 safe manner.

### **Current Block Party Program Status**

City business is subject to the conditions set forth by the province as it relates to COVID-19 to reduce the risk to individuals.

The COVID-19 pandemic resulted in the suspension of the Block Party Program. As the province lifts restrictions in a phased relaunch, City residents have increasingly been asking about the possibility of



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Block Parties. Separate from this plan, the City's Culture department is giving away Block Party kits for Canada Day. This plan addresses how to launch the City's formal Block Party Program safely.

## Current Priorities

The City of Fort Saskatchewan listed neighborhood development (specifically removing barriers to participation in community events and encouraging connections between neighbours) as priorities in our current strategic plan. As the City grows, investing in neighborhoods will be vitally important in maintaining the small town feel that resident's value and also contributes to:

- Increased sense of belonging
- Decreased reports of loneliness and isolation
- Increased resiliency during an emergency or natural disaster
- Increased ability to collectively address local issues
- Increased sense of safety

Block Parties are cost efficient ways to encourage neighbourhood development, build connections between neighbours and create a sense of community. The City's Block Party program has changed to focus on small scale, localized events. Residents are encouraged to register block parties with the City to access a small block party grant (maximum \$100), activity kits and support with road closures if required. FCSS will continue to:

- Work to ensure the safety of residents
- Work with residents to ensure that block parties are hosted safely.

## Timeframe to Reopen

The City of Fort Saskatchewan will comply with CMOH Public Health Orders and guides as well as the City's Relaunch Consideration document found on the City's website. The planned relaunch date is July 6, 2020.

## Pre-COVID-19 Risk Mitigation

The City's Block Party Program has historically been underutilized with only a couple of events registered each year. This will be the first year that Block Parties will be hosted following the updated guidelines.

## Enhanced Risk Mitigation Required for Relaunch

The person registering the block party will be ultimately responsible for ensuring that the public health orders issued by the Chief Medical Officer of Health (CMOH) are followed at all times. The following considerations pertain to distancing measures, cleaning and disinfecting, screening for symptoms, PPE and responsibilities to ensure precautions are followed:

1. Organizers will ensure visible signage at all events outlining the 2m physical distancing requirements and advising guests to stay home if ill.
  - a. Attendees will practice 2m physical distancing at all times.



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- b. To assist with distancing and reduce the likelihood of respiratory droplets passing between residents, attendees will be asked to wear a mask when 2 meter physical distancing cannot be maintained.
2. Events will be limited to only people who live on the block and will follow current public health guidelines on number of attendees permitted at outdoor events
3. Hand sanitizer containing at least 60% alcohol will be available and organizers will practice enhanced cleaning and disinfection of common, high touch surfaces. Attendees will be asked to supply their own tables and chairs if required.
4. All events will require that attendees supply their own food and beverage and communal food and drinks will not be permitted.
5. Games with shared balls, Frisbees, etc. are still prohibited unless participants are from the same household or existing cohort family.

### **PPE and Hand Hygiene**

1. Refer to the City's Guide of How and When to Disinfect, Wash or use Personal Protection Equipment (April 2, 2020) and the COVID-19 Response Guide for the Proper Use of Personal Protective Equipment (April 15, 2020).
2. The How and When to Disinfect, Wash or use Personal Protection Equipment guide includes excellent information about proper hygiene, cleaning/disinfecting procedures, COVID-19 appropriate products, and the hierarchy of controls to protect against infection, including the proper use of PPE. The COVID-19 Response Guide for the Proper Use of Personal Protective Equipment aligned the City's PPE protocols with those of Alberta Health Services. Both include instructions for proper hand hygiene.
3. PPE is the last option one should utilize to stay healthy. In order of precedence, the controls are:
  - a. Elimination - Isolate to eliminate the opportunity for exposure.
  - b. Substitute - Not applicable for COVID19.
  - c. Engineering Controls - Physical barriers and shields to prevent contact
  - d. Administrative Controls - Procedures that enhance safety (e.g., Increased cleaning cycles, personal decontamination, work from home, physical distancing, limiting the number of people in a building, education on use and understanding of PPE limitations, enforcing symptomatic people to don a mouth and nose cover, and mandatory hygiene standards.)
  - e. PPE – PPE is the last line of defence. If you must engage with someone known or suspected of having COVID-19, use PPE.



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4. Organizers and residents will practice proper hand hygiene including handwashing and/or use of hand sanitizer on entry and exit from the event.

**Cleaning and Disinfecting**

1. Refer to the City's Guide of How and When to Disinfect, Wash or use Personal Protection Equipment (April 2, 2020).
2. Communal surfaces and high touch area will be sanitized at regular intervals during the event.

**Other Considerations for Planned Reopening's:**

1. Ensure residents are aware how COVID-19 spreads
  - a. Heavier than air droplets settle on surfaces within 2 meters distance.
  - b. Facilities must accommodate 2m physical distancing.
  - c. Reduce the number of attendees to avoid overcrowding and to maintain 2m distancing.
2. Consider the surfaces that might be contaminated and accessible to individuals attending the planned event (vertical and horizontal surfaces).
  - a. Establish a cough/sneeze protocol to disinfect an area should someone cough or sneeze while in the facility.
  - b. Establish a daily cleaning and disinfecting protocol that complies with public health orders.
  - c. Refer to Alberta Government Relaunch guides for specific sectors. If a guide does not exist, extrapolate suitable practices contained within other guides.
3. Know the risks from shared common items including counter surfaces, point of sale terminals, pens, and documents.

**Provincial Guidelines:**

1. **General Relaunch Guidance for All Operations** (Follow the link to access the 28-page Guide)
2. **Sector Specific Guides:**
  - a. **Outdoor Events** (linked with a copy below)



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## COVID-19 INFORMATION

### **GUIDANCE FOR OUTDOOR EVENTS**

#### **Overview**

Under current Chief Medical Officer of Health Orders, businesses and entities are required to:

- implement practices to minimize the risk of transmission of infection among attendees;
- provide procedures for rapid response if an attendee develops symptoms of illness;
- ensure that attendees maintain high levels of sanitation and personal hygiene;
- comply, to the extent possible, with the [COVID-19 General Relaunch Guidance](#), this guidance, and any other applicable Alberta Health guidance found at: <https://www.alberta.ca/bizconnect.aspx>.

This document has been developed to support those who organize outdoor events in reducing the risk of transmission of COVID-19 among attendees (including participants, caterers, workers, volunteers, patrons and the general public). These events could include both private events (e.g., weddings, family reunions, retirements, anniversaries, volunteer appreciations, etc.) and public events (e.g., festivals, exhibitions, parades, etc.) that are not covered by another guidance document. The guidance provided outlines public health and infection prevention and control measures specific to these activities.

In Stage 2, with 2 metres of distance maintained between members of different households, the following capacity restrictions apply:

- A maximum of 100 individuals are permitted an outdoor gathering, including attendees, staff, photographers and volunteers.
- A maximum of 100 spectators are permitted for seated/audience settings.

This document and the guidance within it is subject to change and will be updated as needed. Current information related to COVID-19 can be found: <https://www.alberta.ca/covid-19-information.aspx>

#### **COVID-19 Risk Mitigation**

##### **General Guidance**

- Encourage and facilitate attendees staying up to date with developments related to [COVID-19](#).
- Notify attendees of the steps being taken to prevent the risk of transmission, and the importance of their roles in these measures.
- Where possible, COVID-19 signage should be posted in highly visible locations:
  - "Help prevent the spread" posters are [available](#).
  - When possible, provide necessary information in languages that are preferred by attendees.
- All Albertans must follow CMOH Order 05-2020, which establishes legal requirements for quarantine and isolation.

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	<ul style="list-style-type: none"> <li>o Anyone with symptoms of COVID-19; with a history of international travel in the last 14 days; or with close contact with a confirmed case of COVID-19 in the past 14 days must remain at home.</li> <li>• Organizers should develop a plan to provide isolation for an attendee if needed.</li> <li>• All international travellers must quarantine for 14 days upon entering Canada. International travellers must plan ahead to ensure they can complete their quarantine prior to attending a gathering.</li> <li>• Consider if virtual attendance is possible for individuals who are at increased risk for more serious illness after contracting COVID-19, such as the elderly or people who have pre-existing health conditions or are immunocompromised.</li> <li>• Infants and children should remain with their parents or guardians at all times.</li> <li>• Encourage attendees to download the <a href="#">ABTraceTogether</a> app to help let them know if they've been exposed to COVID-19.</li> </ul> <p>To support public health contact tracing efforts in the event that an attendee tests positive, organizers should consider collecting the names and contact information of attendees.</p> <ul style="list-style-type: none"> <li>• Providing information is voluntary for patrons. An organization must obtain an individual's consent and notify them about the purpose and legal authority for the collection.             <ul style="list-style-type: none"> <li>o Any personal information that is collected for COVID-19 contact tracing can only be used for this purpose,</li> </ul> </li> <li>• Information about attendees will only be requested by Alberta Health Services if a potential exposure occurs onsite.</li> <li>• Records should only be kept for two weeks. An organization must make reasonable security arrangements to protect the personal information.</li> <li>• For more information, the Office of the Information and Privacy Commissioner has released <a href="#">Pandemic FAQ: Customer Lists</a> about collecting personal information from customers during the COVID-19 pandemic.</li> <li>• For questions about operator obligations under PIPA, please contact the FOIP-PIPA Help Desk by phone at 780-427-5848 or by email at <a href="mailto:sa.accessandprivacy@gov.ab.ca">sa.accessandprivacy@gov.ab.ca</a>.</li> </ul>
<p><b>Screening &amp; Response Plan</b></p>	<p>Organizers should:</p> <ul style="list-style-type: none"> <li>• Post <a href="#">signs</a> that instruct those who may have been exposed to COVID-19 to not enter.</li> <li>• Consider implementing active screening of attendees (where applicable) and staff for symptoms of fever, sore throat, cough, runny nose or difficulty breathing.</li> </ul>





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	<ul style="list-style-type: none"> <li>• Consider implementing active screening of attendees (where applicable) and staff for symptoms of fever, sore throat, cough, runny nose or difficulty breathing.             <ul style="list-style-type: none"> <li>◦ Operators may choose to use <a href="#">Alberta Health Daily Checklist</a>.</li> <li>◦ The Alberta Health Services <a href="#">COVID-19 Self-Assessment tool</a> can be used by attendees.</li> </ul> </li> <li>• A rapid response plan sets out a fast-action plan for operators when an attendee shows symptoms or tests positive for COVID-19.             <ul style="list-style-type: none"> <li>◦ Operators should develop a plan that includes appropriate policies and procedures based on the type of attendees specific to their services and settings.</li> </ul> </li> <li>• Staff should be familiar with and follow the rapid response plan if an attendee starts feeling symptoms during a shift. This should include:             <ul style="list-style-type: none"> <li>◦ Immediately isolating the attendee from others.</li> <li>◦ Cleaning and disinfecting all surfaces that may have come into contact with the symptomatic attendee.</li> <li>◦ Requiring hand hygiene and masking of the attendee.</li> <li>◦ The attendee must isolate as soon as possible.</li> </ul> </li> </ul>
<p><b>Physical Distancing</b></p>	<p>Physical distancing means maintaining a distance of at least 2 metres between attendees who are not from the same household at all times.</p> <ul style="list-style-type: none"> <li>• Consider physical controls to support spacing of at least 2 metres or physical barriers to prevent direct contact between attendees. Examples include:             <ul style="list-style-type: none"> <li>◦ Placing barriers or partitions between attendees.</li> <li>◦ Reducing or removing seats from waiting areas and dining areas.</li> <li>◦ Washroom capacity must allow for protection of guests while meeting requirements in the Nuisance and General Sanitation Regulation. For example, consider installing barriers between urinals or close off every second urinal.</li> </ul> </li> <li>• Where physical controls are not possible or appropriate, the organizer should consider:             <ul style="list-style-type: none"> <li>◦ Placing barriers or partitions between attendees.</li> <li>◦ Reducing the number of attendees at the event at one time.</li> <li>◦ Directing traffic flow within a site. This can be accomplished with signs, ropes, floor decals, etc.</li> <li>◦ Reservations and staggered entry times.</li> <li>◦ Dedicated entry and exit points.</li> <li>◦ Remove all shared items that cannot be easily cleaned.</li> <li>◦ Develop strategies to minimize the handling of objects between multiple attendees and ensure frequent cleaning and disinfecting of these objects.</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"> <li>• Avoid activities that do not allow physical distancing, such as party games or crowding together for photographs</li> <li>• Discourage hugging, holding hands, hand shaking (e.g., receiving lines) and the sharing of communal items (e.g., pens, guest books).</li> <li>• Attendees should be encouraged to wear non-medical masks when physical distance of 2 metres cannot be maintained.</li> <li>• Ensure processions have adequate space to move while maintaining physical distancing.</li> </ul>
<p><b>Cleaning &amp; Disinfecting</b></p>	<p>Operators should:</p> <ul style="list-style-type: none"> <li>• Develop and implement procedures for increasing the frequency of cleaning and disinfecting of high traffic areas, common areas, public washrooms and showering facilities.</li> <li>• Clean and disinfect frequently touched objects and surfaces as per AHS' <a href="#">Public Health Guidelines for Environmental Cleaning of Public Facilities during Respiratory Illnesses in the Community</a>.</li> <li>• Frequently clean and disinfect high-touch/shared surfaces such as:             <ul style="list-style-type: none"> <li>○ Doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, railings.</li> <li>○ Phones, computers, remote controls, keyboards, desktops, conference room equipment, pin pads, cash registers, surface counters, customer service counters, menus.</li> <li>○ Equipment handles, hand tools, machinery control panels, seat belt buckles, joysticks, steering wheels and controls on powered mobile equipment.</li> </ul> </li> <li>• Ensure disposable towels and spray cleaners, or disposable wipes, are available to workers, volunteers and (as necessary) patrons to regularly clean commonly used surfaces.</li> <li>• Where provided, water fountains may remain open and should be cleaned and disinfected frequently, if possible.</li> </ul> <p>For operators that do not already have industry specific cleaning and disinfecting standards, the following protocols should be used:</p> <ul style="list-style-type: none"> <li>• Use a "wipe-twice" method to clean and disinfect. Wipe surfaces with a cleaning agent to clean off soil and wipe again with a disinfectant.</li> <li>• Regular household cleaning and disinfecting products are effective against COVID-19 when used according to the directions on the label. Refer to the COVID-19 General Relaunch Guidance for information on cleaning and disinfecting products.</li> <li>• Items that can be laundered should be machine washed with soap or detergent, using the warmest appropriate water setting and dry items completely — both steps help to kill the virus.</li> </ul>



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## COVID-19 INFORMATION

### GUIDANCE FOR OUTDOOR EVENTS

#### Hand Hygiene & Respiratory Etiquette

- Organizers should promote and facilitate frequent and proper hand hygiene all attendees. Organizers should consider the following:
- Enabling and instructing attendees to wash their hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer (greater than 60% alcohol content).
    - Ensure there are stations available to maintain hand hygiene.
    - It is strongly encouraged that organizers provide a means to sanitize hands at points of entry and locations throughout the site where attendees are known to handle objects.
    - Hand washing with soap and water is preferred if the attendee has visibly dirty hands.
    - The [AHS Hand hygiene education webpage](#) has more information, posters and videos about hand hygiene.
  - Organizers should make every effort to encourage respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in a lined garbage bin) is followed.
  - The use of posters that remind attendees to practice respiratory etiquette and hand hygiene is strongly encouraged (e.g., entrances, washrooms and staff rooms).
    - [Posters](#) are available here.
  - Keep washrooms clean and well-stocked with soap and paper towels.
  - If portable restrooms are used, they should include hand sanitizer containing at least 60% alcohol or hand washing stations with soap, paper towel and foot-activated devices adjacent to the units.

#### Entertainment & Performances

- Event organizers should follow the [Guidance for Live Music, Dance and Theatre](#).
- Singing and the use of wind instruments are higher risk activities and must not occur.
  - Consider recorded singing or non-wind instruments (e.g., piano, string instruments or guitar), as an alternative.
- Hand-held microphones should not be shared. This includes between emcees and those proposing toasts or giving speeches. Podium or stand microphones can be shared, but should not be touched by speakers.
- Dancing should maintain physical distancing between attendees from different households.
  - Use chalk lines on sidewalks, spray paint on grass, and tape on flooring to mark spaces for attendees.
  - Consider types of dancing, such as lines dances, which allow people to remain far apart.
  - If attendees are unable to maintain physical distancing while dancing, non-medical face masks should be worn. Guidance for wearing masks is [available](#).

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	<ul style="list-style-type: none"> <li>Games and other interactive activities should only occur if there are no shared items required. Consider games and activities where participants can maintain physical distance as much as possible.</li> </ul>
<b>Food</b>	<ul style="list-style-type: none"> <li>Food service providers are required to follow the <a href="#">Food Regulation</a> and <a href="#">Food Retail and Foodservices Code</a> and existing occupational health and safety requirements.             <ul style="list-style-type: none"> <li>Operators should also follow the <a href="#">COVID-19 General Relaunch Guidance</a> and the <a href="#">Restaurants, Cafes, Pubs, and Bars Guidance</a></li> </ul> </li> <li>Buffets and self service options may only be offered if facilitated and overseen by a commercial caterer who holds a food handling permit in accordance with the Guidance for Restaurant, Cafés, Pubs and Bars.</li> <li>Attendees may bring their own food and beverages. Food and beverages should not be shared between households.</li> </ul>
<b>Gift</b>	<ul style="list-style-type: none"> <li>Gifts should be placed in a designated area. Gifts that cannot be cleaned and disinfected should be left untouched for 24 hours.             <ul style="list-style-type: none"> <li>When handling gifts, follow hand hygiene practices.</li> </ul> </li> <li>Gift bags and/or wedding favours should not be placed on tables where guests are seated as it may lead to unnecessary handling.             <ul style="list-style-type: none"> <li>Keep gift bags/wedding favours near the exit and encourage the guests to take them when they leave.</li> </ul> </li> </ul>



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## Appendix A: General Principles to Reopening Services in Alberta:

Service providers must continue acting responsibly. Every reopening plan should include the following preventative measures:

- Stay home if ill.
- Maintain 2m physical distancing between people, except those who reside in the same household or who belong to an existing cohort (that remains exclusive of other people).
- Practice proper hand hygiene (wash your hands for 20 seconds with soap and water or with an alcohol based rub (ABR)).
- Practice sneeze/cough control.
- In a work setting, staff must wear a mask if unable to maintain 2m distancing.
- Masks are recommended when in public.
- Follow all CMOH Public Health Orders and Guidelines for specific businesses or services.

The person in care in control of the event is responsible for ensuring patrons comply with Public Health Orders. Signage is recommended at entrances to facilities that includes:

- The expanded list of COVID-19 symptoms
- Instructions that the person should return and stay home if sick
- 2-Meter physical distancing expectations
- Hand hygiene expectations
- Instructions and illustrations of coughing / sneezing etiquette

Facilities should offer hand sanitizer containing at least 60% alcohol, or soap and water available. Custodial services should include enhanced cleaning and disinfection of common, high touch surfaces and washrooms. Where practicable, floor markings should identify 2m separation zones between families or cohorts (defined as a group from 2 families who stay together, typically for childcare support, and who agree not to interact with other household members).

### PPE and Hand Hygiene

Refer to the City's Guide of How and When to Disinfect, Wash or use Personal Protection Equipment (April 2, 2020) and the COVID-19 Response Guide for the Proper Use of Personal Protective Equipment (April 15, 2020).

The How and When to Disinfect, Wash or use Personal Protection Equipment guide includes excellent information about proper hygiene, cleaning/disinfecting procedures, COVID-19 appropriate products, and the hierarchy of controls to protect against infection, including the



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proper use of PPE. The COVID-19 Response Guide for the Proper Use of Personal Protective Equipment aligned the City's PPE protocols with those of Alberta Health Services. Both include instructions for proper hand hygiene.

PPE is the last option one should utilize to stay healthy. In order of precedence, the controls are:

- 1) Elimination - Isolate to eliminate the opportunity for exposure.
- 2) Substitute - Not applicable for COVID19.
- 3) Engineering Controls - Physical barriers and shields to prevent contact
- 4) Administrative Controls - Procedures that enhance safety (e.g., Increased cleaning cycles, personal decontamination, work from home, physical distancing, limiting the number of people in a building, education on use and understanding of PPE limitations, enforcing symptomatic people to don a mouth and nose cover, and mandatory hygiene standards.)
- 5) PPE – PPE is the last line of defence. If you must engage with someone known or suspected of having COVID-19, use PPE.



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**Appendix B: COVID-19 Symptoms, Screening Protocols and Infection Response:**

The City of Fort Saskatchewan COVID-19 Screening Protocols document (May 25, 2020) includes a daily self-screening protocol staff are to use prior to reporting to work. Staff must know the symptoms of COVID-19. They need to know how to identify if they or another person is ill, and what should be done if illness is likely. In all cases, the screening process must protect the medical privacy of the person.

**COVID-19 Symptoms:**

The list of COVID-19 symptoms has been expanded by AHS and now includes:

- Fever\*
- Cough (new cough or worsening chronic cough)\*
- Shortness of breath or difficulty breathing (new or worsening)\*
- Runny nose\*
- Sore throat\*
- Stuffy nose
- Painful swallowing
- Headache
- Chills
- Muscle or joint aches
- Feeling unwell in general, or new fatigue or severe exhaustion
- Gastrointestinal symptoms (nausea, vomiting, diarrhea or unexplained loss of appetite)
- Loss of sense of smell or taste
- Conjunctivitis, commonly known as pink eye

\* Public Health Orders in effect at the time of publication stipulate individuals having a fever, cough, shortness of breath, runny nose or sore throat are legally required to isolate for 10 days from the onset of those symptoms, or until the symptoms resolve, whichever is longer. Persons with any of the other listed symptoms should stay home and minimize their contact with others until their symptoms resolve.

Potentially ill individuals will be directed to contact AHS for proper medical advice or testing.

**COVID-19 Screening:**

Utilizing a screening protocol benefits the individual who may be ill, the City of Fort Saskatchewan and all Albertan's by reducing the likelihood of transmitting COVID-19 or another communicable disease by:

1. Reducing transmission rates – helping to prevent the spread of COVID-19.
2. Promoting productivity – keeping our workforce healthy and enabling staff to focus on their work.
3. Promoting Confidence and Trust – Visible prevention measures demonstrates the City takes employees' health seriously. Staff, volunteers and the public will recognize the City as a leader in public safety.



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4. Contributing to the Public well-being – The City provides essential services to many people. Maintaining a functioning workforce and critical services is in part why the City exists.

**COVID-19 Screening Questions:**

Pre-symptomatic and asymptomatic transmission of the COVID-19 virus or other communicable disease is possible; i.e., not all COVID-19 patients will have symptoms of infection such as elevated temperatures. Likewise, an individual may have an elevated body temperature for reasons other than illness, i.e., physical exertion or environmental exposure to high temperatures.

The City of Fort Saskatchewan encourages all individuals to conduct a daily health self-assessment and on-site assessment before entering a City facility. The daily self-assessment and the verbal questionnaire rely on the same questions. Each person should answer five questions asked from a distance of 2 meters or more:

Clarifying questions to a positive response for questions 1 or 2 may eliminate benign causes (e.g., ongoing medical condition or seasonal allergies).

- 1. Are you or any other person in your household / cohort experiencing any of the listed COVID-19 symptoms?**
  - a. A positive response would be cause to exclude entry to a City Facility.
- 2. Have you experienced any COVID-19 symptoms in the past 14 days?**
  - a. If yes, determine when.
    - i. If the onset of symptoms occurred within last 10 days, do not admit the individual to the City facility.
    - ii. If the onset of symptoms occurred between 10-14 days prior, confirm the individual is symptom free and if so, admit the individual.

Positive responses to questions 3 through 5 will not automatically preclude admission but will require clarifying questions to ensure the risk of infection / transmission is low or has passed.

- 3. Have you or any other person in your household / cohort tested positive for COVID-19 or been in close contact with someone who has tested positive for COVID-19?**
  - a. If yes, determine when.



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- i. If the individual tested positive within 10 days, the individual must self-isolate and entry should be denied.
- ii. If 10 days or more since the date of the test and the individual is symptom free, admit the individual.
- iii. If a member of the individual's family or cohort tested positive, or was in close contact with someone who tested positive:
  1. inquire what direction the individual who tested positive was given by Alberta Health Services
  2. inquire if AHS gave direction to others in the household or cohort
  3. confirm they have not had symptoms in the past 10 days.
  4. If they are not under direction by AHS and have been symptom free for 10 days or more, admit the individual.

**4. Have you or any other person in your household had contact with anyone from outside of Alberta?**

- a. If yes, determine where and when.
  - i. International travelers are required to isolate for 14 days.
  - ii. Interprovincial travel may be indicative of greater risk.
    1. Who did the person travel with (same household? Same cohort? Etc.)
    2. Who did they visit while away?
    3. Did they stay with friends or family?

**5. Have you or any other person in your household been in contact with an international traveller in the past 14 days?**

- a. If yes, did they display any signs or symptoms of illness or have they been diagnosed COVID positive?
- b. If yes, did the traveller quarantine as required by Public Health Order?

In some cases, entry to City facilities or access to select programs, services or essential staff may require an individual to answer a verbally administered screening questionnaire. In limited circumstances, a verbal screening questionnaire may be supplemented with a temperature screening protocol.

**What to do if you Suspect Someone is Ill:**

In the event an individual has been denied entry and is suspected of being ill with COVID-19:

1. Advise the individual they are being denied entry and why.
  - a. Direct the individual not to touch their face (eyes, nose or mouth)



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- b. Advise the individual to wash their hands immediately and don a medical or non-medical mask.
    - c. Direct the individual to return home and self-isolate, and once there, to take the AHS online COVID-19 self-assessment or to phone AHS for direction.
2. Staff must keep their hands away from their face (eyes, nose or mouth) and must wash their hands as soon as possible if not immediately.
  - a. Ensure other patrons are unable to interact with areas that may have been contaminated.
3. Immediately notify:
  - a. **their supervisor** of the circumstances and request the rapid-response disinfection team respond to disinfect areas that may have been contaminated.
  - b. the **Health and Safety Advisor** by phone or email.
  - c. notify the **on-duty Director of Emergency Management** (on-duty 24/7).



**City of Fort Saskatchewan  
Facility / Program Reopening Plan  
COVID-19 Pandemic  
Block Party Relaunch Plan**



**Revised Plan Approval**

**Names:**

**Date & Signatures:**

**Submitted by:**

Tammy Lautner  
Director, Family & Community Support Services

Submitted Electronically  
June 18, 2020

**DEM Review and Recommendation:**

Brad Ward  
Director of Emergency Management

Submitted Electronically  
June 22, 2020

**General Manager Review and Recommendation:**

Heather Cowie  
GM, Community and Protective Services

Submitted Electronically  
June 22, 2020

**COVID-19 Task Force Approval:**

Troy Fleming  
City Manager

\_\_\_\_\_  
June 22, 2020