



City of Fort Saskatchewan Facility / Program Reopening Plan COVID-19 Pandemic



Modified Sewer Preventative Maintenance Program

Introduction:

On October 9, 2020, the City of Fort Saskatchewan COVID Task Force reviewed and approved the Modified Sewer Preventative Maintenance Program for the Public Works Department consisting of three parts:

- Part 1: Modified Sewer Preventative Maintenance Program
- Appendix A: General principles to reopening services in Alberta
- Appendix B: COVID-19 Symptoms, Screening Protocols and Infection Response

Restrictions and Related Public Health Order(s):

Alberta's Chief Medical Officer of Health (CMOH) may issue Public Health Orders 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.

Part 1: City of Fort Saskatchewan Modified Sewer Preventative Maintenance Program Reopening Plan

Date: *Drafted 2020Sep08*
Revised 2020Oct01
City Approval 2020Oct09

This plan supplements the City's [Relaunch Considerations](#) document found on the City's website.

Current Status

In early 2020, the City suspended preventative sewer maintenance to reduce the risk of COVID-19 transmission. Given additional protective measures and low incidences of COVID-19 locally, the program is ready to resume.

Current Priorities

- 1) To ensure the health and safety of service providers and residents by incorporating additional protective measures.
- 2) To be responsive to anxieties or concerns of residents regarding COVID-19.
- 3) To deliver a scalable maintenance program in alignment with AHS guidance and adaptable to local active COVID-19 cases.



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Timeframe to Reopen

Appointments will be accepted immediately. Maintenance will resume October 19, 2020.

Preparation Steps

1. The City will verify when our contractor, Strathcona County, is able to accommodate new appointments.
2. Staff training will commence 1 to 2 weeks in advance of the approved relaunch date.
3. The City will ensure vendors have an acceptable COVID-19 Hazard Assessment, effective controls, and protocols for monitoring symptoms, sanitization and training.

General Guidelines

1. The City will telephone residents who had appointments deferred to reschedule.
2. Once deferred appointments are rebooked, new letters will be sent to homeowners within the maintenance area.
3. PPE Prevention guidelines will be followed and include:
 - a. Resident screening – screening questions will be asked when booking the appointment and again onsite, prior to entering the residence.
 - b. The contractor will utilize appropriate PPE determined through their hazard assessment process.
 - c. Contracted staff and residents will maintain 2m distancing during the appointment.
4. The City may cancel existing appointments or defer new bookings if directed to do so by the City's COVID-19 Task Force or AHS. Decisions will be based on active cases and trend analysis.

Service Level Impacts and Costs:

- No service level impacts or additional costs are anticipated.

Comparators:

- Our relaunch follows Strathcona County.

Notes:

- Should residents be concerned about allowing people into their homes, their appointment will be deferred to a future date.



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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 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 should be posted at the entrances to the facility, which 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).

Other Considerations for Planned Reopening's:

1. Be aware of how COVID-19 spreads (heavier than air droplets settle on surfaces within 2 meters distance).
 - a. Facilities must accommodate 2m physical distancing.
 - b. 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).



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- 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. Refer to specific guides published by Alberta Health Services if they exist. If a guide does not exist, extrapolate suitable practices contained within other guides.
3. Know the risks from shared common items including surfaces, sports equipment and shared food services.
4. Know that different activities have the potential to project droplets further than would otherwise normally occur. Examples include:
 - a. Providing first aid/CPR,
 - b. Being in close proximity to an emotionally distraught or excited person,
 - c. Speaking with an elevated voice (e.g., projecting or yelling to be heard over a crowd; singing, etc.),
 - d. Physical exertion (running or engaging in an arrest)

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 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.

In the 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.)



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- 5) PPE – PPE is the last line of defence. If you must engage with someone known or suspected of having COVID-19, use PPE.

Cleaning and Disinfecting

Refer to the City's Guide of How and When to Disinfect, Wash or use Personal Protection Equipment (April 2, 2020).

Standard COVID Cleaning will be done in each space by:

- increasing the frequency of cleaning and disinfecting high-touch surfaces such as door handles and railings;
- provide hand sanitizer through the space;
- ensuring hand soap is well stocked in dressing rooms, washrooms, and kitchens;
- providing additional cleaning and disinfection supplies to various operations staff to increase cleaning and disinfection of surfaces and equipment.



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Appendix B: COVID-19 Symptoms and Screening Protocols:

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. Reduced 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. Contribute 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.
 - i. If the individual tested positive within 10 days, the individual must self-isolate and entry should be denied.



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- 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)
 - b. Advise the individual to wash their hands immediately and don a medical or non-medical mask.



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- 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**
 - c. notify the **on-duty Director of Emergency Management (DEM)** (on-duty 24/7).



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Plan Approval

Names:

Date & Signatures:

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Submitted Electronically
October 1, 2020

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Submitted Electronically
October 1, 2020

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October 1, 2020

COVID-19 Task Force Approval:

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Approved Electronically
October 9, 2020