



**City of Fort Saskatchewan
Facility / Program Reopening Plan
COVID-19 Pandemic
People Services Resumption of Hiring Plan**



Introduction:

On July 23, 2020, the City of Fort Saskatchewan COVID Task Force reviewed and approved People Services resuming staffing services as outlined in the following plan, consisting of three parts:

- Part 1: People Services considerations specific to Recruitment and Selection
- Appendix A: General principles to reopening services in Alberta
- Appendix B: COVID-19 Symptoms, Screening Protocols and Infection Response

Restrictions on Operations

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.

The City of Fort Saskatchewan adheres to CMOH Public Health Orders and guides. This plan is a supplemental plan to the City's global Relaunch Consideration document available on the City's website.

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.

People Services will work with Corporate Communications to post and disseminate information about staffing services.

Part 1: People Services Recruitment and Selection Resumption Plan

Date Submitted: 2020Jun28

Date Revised: 2020Jul17

Situation

The Task Force supports People Services resuming modified recruiting and selection processes.



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Current People Services Recruitment and Selection Program Status

With the onset of the COVID-19 pandemic, the City undertook a hiring review of vacant positions. The review, along with the closure of City Hall to non-essential personnel, curtailed normal hiring practices. Approval of this plan will enable People Services to recruit and select qualified candidates to fill essential positions required by the City as it relaunches programs or services.

Current Priorities

People Services shall continue to:

- Work to ensure the safety of individuals in all City facilities;
- Deliver essential services; and
- Recruit and select a talented workforce.

Timeframe to Reactivate

This plan becomes effective upon Task Force Approval.

Preparation Steps

1. Where needed, signs, floor decals, stanchions and protective barriers will be procured and installed.
 - a. Corporate Communications supplied standardized sign artwork.
 - b. The ECC ordered or supplied COVID-19 signs and hand sanitizer stations for each facility.
 - c. FF&E worked with vendors to procure barriers.
2. General Managers and Directors will ensure affected staff review this plan in its entirety.

Guidelines

A return to pre-COVID workplace conditions and standards is not possible nor desired. The pandemic reshaped our workplace paradigm by introducing or re-emphasizing higher health standards than previously existed. In the past few months, Senior City administrative personnel have worked with department directors to reimagine how City services will be offered.

Changes affecting administrative personnel include City facility signage, floor markings, and protective barriers. New health related procedures or protocols have been introduced to accommodate work that can be performed differently or remotely. Modified work arrangements may be approved or may continue if supported by the staff member's GM.

People Services will work with the Leadership Team to identify critical staff positions required by the City to deliver essential or prioritized services.



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A department Director may submit a reopening plan and hazard assessment to the Emergency Coordination Centre for review and editing when they believe a program or service is required as part of the City's phased reopening plans. The plan will indicate if staff are required to fill a position left vacant or to refill a position vacated because of COVID-19.

Once editing and formatting are complete, the ECC will forward the plan to the Department's General Manager to present to the Task Force for approval. If a staffing request is supported, the department and People Services will complete the staffing process.

People Services staff will ensure COVID-19 health precautions are implemented to protect individuals taking part in a recruiting or selection process.

New or returning staff must attend a safety orientation that includes COVID-19 related changes. The orientation must include a detailed review of this plan.

Steps:

1. The hiring process may be delayed or postponed at any time for any reason, including COVID-19.
2. When arranging to interview a candidate, People Services will:
 - a. Advise the candidate the interview may be conducted virtually, using a web-based service or by telephone, or
 - b. In person
3. Until further notice, interviews should be conducted virtually when possible.
4. In the event the interview panel or candidate are unable to conduct a virtual interview (e.g. unavailable or unreliable internet services or a lack of supporting equipment) People Services will:
 - a. Provide front counter reception personnel with a schedule of interviews including the names of candidates and times they are expected to arrive.
 - i. Scheduling shall provide a minimum of 30 minutes between interviews to facilitate cleaning;
 - b. Advise participants:
 - i. To remain home and request the interview be rescheduled if they show any symptoms of illness;
 - ii. To review the COVID-19 symptoms poster at the entrances to City Hall on their arrival and confirm they are symptom free;
 - iii. To bring a personal use water bottle, pen and paper for the interview;
 - iv. To report to the main floor of City Hall 5-minutes prior to their scheduled interview and to sign in for tracking purposes.
 - v. That the sign-in record will be kept for 14 days;



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- vi. To provide the name of the person they are to meet and the nature of their meeting.
 - c. People Services will arrange to have a City staff member escort candidates to the 2nd floor (i.e., someone from People Services or a front counter receptionist if available);
 - d. Staff members must bring and be prepared to wear their personal non-medical or other mask in the event they are needed;
 - i. If required to encroach within 2 meters of the candidate, or
 - ii. If the staff member or candidate cough or sneeze, or
 - iii. If any party begins to exhibit signs of influenza like illness
 - e. The interview room will be prepared prior to the candidate's arrival by having:
 - i. Excess pieces of furniture removed or set aside.
 - ii. Enough space to safely accommodate the candidate and interview panel while maintaining 2 meters or greater physical distancing between all individuals;
 - iii. A coat tree (no hangers);
 - iv. Facial tissue; and
 - v. An open-top, lined waste bin(s).
 - f. Basic precautionary measures to be practiced by all participants include:
 - i. Using hand sanitizer upon arrival at City Hall;
 - ii. Reapplying hand sanitizer before entering and upon leaving the interview room.
 - iii. Refraining from handshakes or other physical contact greetings;
 - iv. Maintaining physical distancing of at least two metres at all times;
 - v. Practicing sneeze/cough control and proper hand hygiene; and
 - vi. Refraining from touching one's face.
 - g. People Services staff will disinfect interview room surfaces and chairs prior to each interview ensuring cleaning products are used in accordance with manufacturer specifications (e.g., 1 minute vs 10 minute wet surface to disinfect)
5. Members of the public, including interview candidates, will be directed to use the main floor public washroom if necessary. Staff members will use staff washrooms.
6. City Hall washrooms are cleaned according to approved COVID-19 cleaning protocols.

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-



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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.

Related Public Health Orders and Guides:

1. [General Relaunch Guidance](#)
2. [Temporary Workplace Rule Changes Guide](#)

Communications Procedures and Reopening Plan Updates

Supervisors are required to discuss updated Hazard Assessments, and related City policies and guides with returning staff. The following policies and guides are available on the [City's COVID-19 webpage](#):

1. [Fit and Present for Duty](#)
2. [How and When to Disinfect, Wash or use Personal Protection Equipment](#)
3. [Use of Medical and Non-Medical Masks](#)

A record of the discussion should be kept in the Department's H&S folder.



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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).



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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).
 - 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. Activities like singing and physical contact sports have an increased risk of projecting droplets a greater distance. The CMOH has prohibited social activities including singing, craft activities, amusement rides, face painting or other types of social entertainment under Public Health Orders.
5. Games involving shared balls or equipment remain prohibited unless participants are from the same household or an existing cohort.



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



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Plan Approval

Names:

Date & Signatures:

Submitted by:

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Health & Safety Advisor, People Services

Submitted Electronically
June 27, 2020

DEM Review and Recommendation:

Brad Ward
Director of Emergency Management

Submitted Electronically
July 17, 2020

General Manager Review and Recommendation:

John Dance
GM, Corporate Services

Submitted Electronically
July 17, 2020

COVID-19 Task Force Approval:

Heather Cowie
Acting City Manager

July 23, 2020