

Atikameksheng Anishnawbek



Reopening the Community Plan COVID-19

AMENDMENTS TO PLAN RECORD

The table records all amendments made to this plan and when it was circulated.

Amendment Date	Approval Date	Circulation Date	Community Notice Checklist
July 2020	July 20, 2020	July 22, 2020	Website Flyer Social Media
August 10, 2020	August 17, 2020	August 19, 2020	Website Flyer Social Media
August 25, 2020	September 8, 2020	September 8, 2020	X Website (9/8/20) X Flyer (9/11/20) X Social Media (9/9/20)
			Website Flyer Social Media

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Summary

This document has been prepared to recommend how Atikameksheng Anishnawbek Administration Office will reopen the community, specifically for reintegration into the workplace. Another focus of this document is to exhibit the staged approach that will support a safe transition for our community through the pandemic. Since the start of the COVID-19 pandemic, the community has implemented measures to assist in stopping the spread of the COVID-19 virus. They are as follows;

- Pandemic declared on March 11, 2020 by World Health Organization (WHO)
- State of Emergency declared by Ontario Premiere Doug Ford on March 17th, extended to July 24, 2020
- State of Emergency declared in Atikameksheng Anishnawbek by Chief and Council on March 30, 2020 and extended to August 29, 2020
- Maintained essential services: personal support workers, nurse practitioner and physician visits, other tasks for staff members that were able to work remotely
- Border Security at the Bridge
- Closed offices (internal and external)
- Closed businesses in the community
- Implemented COVID-19 screening for all staff members, and individuals crossing the border onto the reserve
- Ordered PPE for clients and employees
- Isolation Centre at the Community Centre Main Hall
- Implemented virtual programs and services
- Implemented the Miijiim Support Program
- Permitted community to hunt, fish, pick medicines, etc.
- Closed all recreational areas in the community
- Implemented on-reserve delivery program
- Meals on Wheels Program replacing Diners Club Program under Home Care Program
- Atikameksheng COVID-19 Response Team meets weekly to review current conditions and update the reporting tracker

In the event this document conflicts with an order or Law set by Chief and Council of Atikameksheng Anishnawbek, the Law or Order of Council prevails. This document was developed utilizing documents from both the federal and provincial governments along with Public Health Sudbury and Districts.

This document will outline how each of the services and programs will resume along with the different precautionary measures needed to be put in place to protect the health and well-being of community members, residents, employees working in Atikameksheng Anishnawbek. Most staff members employed with the band are First Nations persons, therefore it is vital to

maintain the health of this vulnerable population through taking precautionary measures with the reintegration into the workforce that has been set in motion.

Considerations need to be made for the buildings and offices located within Atikameksheng Anishnawbek, including;

1. Atikameksheng Anishnawbek Administration/Health Building
2. Public Works Garage
3. Independent Living Centre
4. Atikameksheng Anishnawbek Trust
5. Library
6. Police Building
7. Community Centre – Youth Centre/Fitness Room
8. Chalet
9. Reserve Camp
10. Early Years Building
11. Manotsaywin Nanotoojig Inc./Lands and Skills and Partnerships
12. Akinoomoshin (Julia Pegahmagabow – Early Learning)

Other Businesses include;

1. Nogdawindamin Child and Family Services
2. Niigaaniin
3. ONECA
4. Manotsaywin Nanotoojig Inc.
5. Pineneedle Blankets (Darlene Naponse Film Business)
6. Grassrootz
7. R&W Enterprises

Community Businesses

1. R&J Fuels
2. Andy's Convenience
3. Bob's Smoke Shop
4. Lakeview
5. Mr. Fatz
6. The Little Smoke Shack
7. The Supply (Daniel Naponse)
8. Bear Crossing (Penage)

Within the Administration and Health building are;

- Political Office

- Finance
- Health & Community Wellness
- Planning & Infrastructure
- Education & Social Services

Staged Approach

The Atikameksheng COVID-19 Response Team will take a staged approach to reopening Atikameksheng Anishnawbek community. The health and safety of all members and employees remains top priority.

The reopening will be closely evaluated by the Response Team to determine if changes need to be made to maintain health of the community. Governing how the community will shift between stages is dependent on epidemiological data sources. The statistics that will be reviewed include those from regional, provincial, and national Public Health databases. As numbers of confirmed cases of COVID-19 increase or decrease across these boundaries, with additional analysis of modes of transmission, the community will move to the subsequent stage to ensure appropriate and prompt increase/decrease of implemented safety measures for Atikameksheng Anishnawbek.

Considerations of many factors will determine how the community will stage its opening. The considerations are;

1. Essential services
2. Physical environment(s)
3. Indoor work versus outdoor work
4. Identify which staff/roles can work from home
5. Employee health status
 - Those with an underlying health condition or those living in close proximity to someone else with a health condition will work at home until the last stage
6. Indoor air quality and movement of air in the building/office
7. Overall health status of the community
8. Overall positive COVID-19 Cases in Greater Sudbury and Districts and Northeastern Ontario
9. Testing availability in Sudbury (monitored by Director of Health & Community Wellness and Community Health Nurse)
10. Overall access to PPE to ensure adequate supply in offices
11. Family member with underlying health conditions in the home
12. Need for essential travel
13. Overall hygiene and cleanliness protocols for workplaces

Best Practices: Protecting Yourself and Others

As the reopening of programs, services and facilities in the community occur, all community members, residents, visiting professionals, staff and visitors will be required to implement the following Best Practices;

- Maintaining a 6 ft physical distance,
- If 6 ft physical distance cannot be maintained, a mask must be worn,
- Hygiene etiquette (hand washing and not putting uncleaned hands to face),
- Respiratory etiquette (coughing in sleeve or Kleenex and throwing into a lidded garbage right away then wash their hands with soap and water or hand sanitizer),
- Sick individuals must stay at home and notify their supervisors
- Non-occupational risk factors at home and in community settings
- If individuals have taken acetaminophen, ibuprofen or aspirin which may mask a fever, either stay at home or work from home
- Time off due to COVID-19 is a paid sick leave
- Wiping down frequently touched surfaces around offices,
- Reinforcement of the recommendation that if anyone experiences any COVID-19 symptoms they need to notify their superior of their absence from work and proceed to call the COVID-19 Assessment Centre to arrange testing and
- Staff, clients, and essential visitors will be permitted to enter the work area of the organization **only if they are feeling well and do not have symptoms associated with COVID-19.**
- Self-screening by employees and visitors entering Band Administration Office

Precautionary Measures in the offices

When developing the staged approach to reopening the community and offices, *careful attention to provincial guidelines reinforced the concept that those who can work from home for the duration of the pandemic should do so.* In Atikameksheng we are following these guidelines while also understanding that many roles, responsibilities, and preferences of employees requires that they have an office presence. The following measures have been implemented for the community's Stage 2 return to work but will continue until COVID-19 has been eradicated, with changes made as ongoing evaluations occur. To mitigate risks associated with the potential transmission of COVID-19 for employees who must work from the office, the following is to be implemented;

Offices;

- There will be no shared offices,
- Cubicles will be closed and marked with an X,
- Employees will be responsible to clean frequently touched surfaces in their offices daily (especially with visitors throughout the day),
- Administrative Assistants will purchase cleaning supplies for the department utilizing

the COVID-19 Budget (CFO approves all requests)

- Storage of supplies for employees use in their offices will be stored
- All Administrative Assistants desk will have a plexi glass installed, and
- Employees workspaces will be relocated to safer location or be required to work from home.

(Some considerations for this include the existing partitions between desks, cordoned off desk areas, and changes to small and shared (2 or more employees) office spaces, such as the relocation to another space in the building).

Signage;

- Employees and visitors must follow all posted signs on the entry door and throughout the organization, this will prompt you to,
- Employees and visitors must follow all directional arrows (one direction into the building and one exit out of the building with one exit for the band office and one for health),
- Employee must provide direction to clients/visitors to follow the arrows out to the exit doors,
- Additional signage will be placed in the Reception areas to identify the physical distancing between client/visitor and Receptionist, and throughout the facility to identify the additional precautionary measures being implemented, and
- Signage indicating what the process is for those experiencing signs or symptoms of COVID-19 will be posted throughout the buildings. These posters will be placed in frequently accessed areas of the facility (entrance/exit doors, bathrooms, etc.). This will include the numbers and addresses for the assessment centres in Sudbury.

6 feet of Physical Distancing

- All clients, visitors and staff entering offices must maintain 6ft physical distance from one another unless living in the same household or belonging to the same social circle (explain further)
- Employees, clients, visitors must follow all signs that are posted on the entry door and throughout the organization to prompt everyone to maintain 6 ft physical distancing,
- Employees, clients, visitors must follow all markers on the floor of the facility instructing the maintenance of 6 ft physical distance, including near printer and reception areas, and
- Employees, clients, visitors must follow all one-way direction through the hallways, when possible. If a 6 ft distance cannot be maintained homemade masks will be worn; this includes for those whose office areas are in close proximity, and those who are in the same enclosed space (i.e. those with shared offices which cannot be accommodated, or who are working with clients: if this cannot be done in another capacity, via phone or internet). Employees will be given 10 reusable masks (2 for each

day).

Screening

- All employees, clients, and visitors will self-screen prior to entering the building,
- All employees must screen the client/visitor over the phone prior to office appointments and advise they will have their temperature read before entrance into building. See Appendix A to view the screening tool,
- All employees must conduct screening of clients prior to the home visit and be aware of others who may be present at the home and request no other individuals in the home at that time, and
- All visitors, employees to the office must sign a record with name, contact information, date, time for contact tracing and who they visit (list will be kept confidential and maintained by the COVID-19 Nursing Assistant).

Waiting Rooms

- Each waiting room is limited to two individuals at a time,
- All employees will be required to schedule appointments (stagger clients as appropriate),
- All clients/visitors will be required to wait in their car or outside until the staff member is ready to bring them into their office, and
- All employees must sanitize areas before and after where the client receives service(s).

Training

- All employees are required to take training on proper use of masks and hand washing techniques (a Teams session or video will be provided),
- If an employee has not received training, employee must contact the Community Health Nurse to make arrangements to make the training, and
- The Human Resources Manager or designate will contact the Community Health Nurse to arrange for training for all new employees.

Masks

- Each employee who cannot maintain a 6 ft physical distance within the office and with the accommodations made, a mask must be worn,
- Each employee returning to the office for Stage 2 will receive 10 reusable masks, these will fit snugly against the side of the face, be made with multiple fabric layers, secured with ear loops or ties, allow for breathing without restriction, and are able to be laundered without damage/change to shape, and
- Each employee is required to bring 2 clean masks to work every day contained in a zip lock bag with one extra bag to put dirty one probably when removed at lunch etc.

Kitchens

- Only one person permitted at a time in each kitchen,
- Each employee using the kitchen must wash hands before entering and after leaving the room,
- Each employee must use the hand sanitizing station located outside of the kitchen to sanitize hands,
- Each employee must clean any surface before use and before leaving the kitchen (wipes will be supplied for kitchen use), and
- Use of the kitchen is optional, and those who do not use the kitchen can bring lunches and beverages in a cooler pack.

Restrooms;

- Only one person permitted into the restrooms at a time, and
- If the bathroom is in use, the door will be closed, and if the bathroom is vacant, the door will be propped open. Hand washing stations will be placed outside bathrooms to ensure individuals are washing/sanitizing hands before touching the handles/doors, and after touching the handles/doors upon exit.

Air Quality;

- Employees with access to a window in the office will be asked to keep the window open during their shift, alternatively, employees without a window should keep a door open to ensure airflow throughout the day, and
- If the employee is having a discussion or in a meeting that requires more privacy the door may be closed for this purpose.

Surfaces and Equipment;

- Any frequently touched surfaces/equipment (i.e. tables, printers, stethoscopes, etc.) will be cleaned before and after use with sanitizing wipes, and
- Staff are not permitted to use each other's office equipment.

Printing/Copying;

- Employees must limit use of the printer/copier as much as possible,
- If you must use the shared printer/copier, you must sanitize (handwashing station will be set up) before and after the printer is used,
- If possible, sending an all-staff email to indicate that the printer/copier will be in use within the next 5-10 minutes could minimize the potential for high-traffic in this area,
- Only one person is to use the device at a time, and
- Follow all floor markers indicating the 6-foot physical distance required for employees waiting to use the machine.

Meetings;

- Small face to face meetings can be held depending on the meeting size location and number of participants, it is encouraged to host meetings via Microsoft Teams or Zoom, and if physical distancing cannot be maintained, homemade masks must be worn,
 - The meeting organizer is responsible to clean/sanitize room all frequently touched areas before and after use to ensure proper sanitization.

Travel;

- All travel to areas where higher incidences of COVID-19 cases is discouraged.
- Employees who reside in First Nation and need to travel to a location with higher incidences of COVID-19 cases must:
 - Upon their return to the community, call the Health Sciences North Assessment Centre at 705-671-7373 from 9:00 a.m. to 5:00 p.m. 7 days per week to schedule an appointment for a COVID-19 test and isolate until the results are received. If positive, they will be required to self-isolate for 14 days and have 2 normal temperature readings prior to returning to work.
- Employees who do not reside in the First Nation and need to travel to a location with higher incidences of COVID-19 cases must:
 - Upon their return to home, call the Assessment Centre in their area to schedule an appointment for a COVID-19 test and isolate until the results are received. If positive, they will be required to self-isolate for 14 days.
- Employees who have family members travelling to locations where there are higher incidences of COVID-19 will be required to self-monitor until the family member receives their results from the test.

Assess your area;

- Each employee is encouraged to identify any risks with recommendations to mitigate the risk, and discuss any issues or suggestions with your Manager/Director regarding the implementation of controls such as installing a hand washing station, policies and procedures, etc., and
- An employee has the right to refuse work if conditions can cause harm.

Evaluate;

- Ask and evaluate - Were the proper hygiene facilities available to you? Were you able to proactively physical distance? Are you disinfecting? Have you been provided training on the proper use of PPE and the limitations of PPE? Do you know what to do if you have symptoms of COVID-19?

Reintegration of Employees into Office(s);

A staff questionnaire was circulated for all staff to complete within a one-week period. The purpose of the questionnaire was to assess employee's health and work status; if there are underlying health issues to consider, if they share an office, how much work involves meeting with members and visitors, and whether they can work from home productively. The 13-question survey can be found in Appendix C.

The majority of Atikameksheng Anishnawbek employees completed the questionnaire and the findings are as follows:

- 64 responses have been received;
 - 8 employees want to work in the office but at reduced hours
 - 12 employees must work in the office but at minimal hours for charting, meeting members
 - 23 employees have a health condition (some are more severe than others, the numbers are too low to report)
 - 30 employees reported they wish to work from home for various reasons

Upon completion of the staff survey analysis, the following are highlights of recommendations and findings;

- Employees who are willing and able to work remotely do so to minimize the number of individuals at the office,
- Many employees expressed a preference to work from home for reasons varying from underlying health conditions to fear of contracting COVID-19,
- Narrow hallways around the facilities,
- Small office areas which would not allow for appropriate physical distancing, and
- Lack of personal protective equipment (PPE) that has been an issue throughout the course of the pandemic.

In consideration of survey results, along with the knowledge of the PPE procurement over the course of the pandemic, and that office infrastructure (size of hallways, office space, etc.) may not support physical distancing, the health and well-being of employees will be promoted by mitigating risks and fears of virus transmission, through the following Recommendations;

1. Having the minimum number of employees at the office, only those who must be on-site to perform their work duties (essential frontline workers, reception etc. – see table below),
2. Employees returning to the office will be made aware of safety measures being implemented and sign an agreement to confirm they will actively use them,
3. Office areas will be set up to ensure that physical distancing is enforced, in some cases relocation to another area of the building might be necessary, this is at the discretion of the Director/Manager,
4. **Guidelines recommend those who can work effectively from home should continue to do so, under the conditions that:**
 - a. **Their Director uses their discretion to confirm that this is appropriate, and**

- b. The employee will only have their name shared with the director, not any confidential information regarding underlying health conditions or lack thereof.**

The table below identifies the number of employees permitted in each department at one time. Through the questionnaire, we have established who wants to work in the office and considered their role, have identified essential workers to enter the office July 6, 2020. This will be reviewed every 2 weeks and as the restrictions ease and no positive cases, other non-essential staff can begin to go into the office. This will be determined by July 20, 2020 with Manager and Directors.

Area in Band Administration Office	1st Cohort of Employee Essential Employees (July 6, 2020) 20 employees	2nd Cohort of Employee reintegration into Office on July 27, 2020 37 employees
Finance area	3 employees permitted: <ol style="list-style-type: none"> 1. Accounting Clerk 2. First Nations Receptionist 3. Finance Manager (less hours) 4. Membership Clerk (different location) 	3 employees permitted in Finance Section: <ol style="list-style-type: none"> 1. Finance Manager 2. Accounting Clerk (TA) 3. Accounts Receivable Clerk 1 employee permitted in the Central Registry section: <ol style="list-style-type: none"> 1. Information Membership Clerk 1 employee permitted in Reception section: <ol style="list-style-type: none"> 1. First Nations Services Receptionist
Planning and Infrastructure area	2 employees permitted with office Open area – 4 employees permitted: <ol style="list-style-type: none"> 1. Public Works Manager (garage) 2. Assistants work at the (Garage) 3. Housing Manager (less hours) 	3 employees permitted in Planning & Infrastructure section: <ol style="list-style-type: none"> 1. Community Energy Champion & A/Business Development Manager 2. Community Consultation Lead 3. Planning & Infrastructure Administrative Assistant 2 employees permitted in Garage location: <ol style="list-style-type: none"> 1. Public Works Manager 2. Maintenance Assistant

		<p>4 employees permitted in the Lands Location (downstairs at Manotsaywin Building):</p> <ol style="list-style-type: none"> 1. Lands Management Technician 2. Summer Student 3. Summer Student 4. Skills & Partnerships (one in at a time) <p>1 employee permitted at the Community Centre:</p> <ol style="list-style-type: none"> 1. Community Centre Coordinator
Education & Social Services area	<p>Office is small area/hallway small 4 employees permitted:</p> <ol style="list-style-type: none"> 1. Band Representative 2. Child and Family Manager (less hours) 3. Family Support Workers (less hours and rotation of workers) 4. Education Coordinator (less hours) 	<p>5 employees will be permitted into the Education & Social Services section:</p> <ol style="list-style-type: none"> 1. Band Representative 2. Child & Family Manager 3. Family Support Worker 4. Education Coordinator 5. Housing Manager <p>6 employees permitted in the Basement:</p> <ol style="list-style-type: none"> 1. Family Support Worker 2. Family Support Worker 3. Jordon Principle Worker (stagger days) 4. Jordon Principle Worker 5. Education Support Worker (stagger days) 6. Education Support Worker <p><i>Please note the entrance/exit to the basement is narrow and important to use masks when in transit from upstairs/downstairs, recommended to have 2 employees in each area.</i></p>
Health Centre	<p>Office is small/hallway will be congested</p> <p>6 employees:</p> <ol style="list-style-type: none"> 1. Community Health Nurse 2. Personal Support Workers 3. Home Care Manager 4. Adult Day 5. A Visiting Professional 6. Clinical Care Coordinator 	<p>6 employees will be permitted in Health Centre (upstairs):</p> <ol style="list-style-type: none"> 1. Health Promotions Manager 2. Community Health Nurse 3. Home Care Manager 4. Adult Day Programmer 5. Visiting Professional (one per day only) 6. Clinical Care Coordinator <p>6 employees permitted in the Youth Centre:</p> <ol style="list-style-type: none"> 1. Child & Youth Worker 2. Child & Youth Worker 3. Summer Student 4. Summer Student 5. Summer Student 6. Summer Student

Administration & Political	<p>Small area, one entrance/exit 4 employees permitted:</p> <ol style="list-style-type: none"> 1. Gimaa (less hours) 2. Chief Executive Officer 3. Executive Assistants (less hours) 	<p>5 employees permitted in Political/Administration Section:</p> <ol style="list-style-type: none"> 1. Gimaa (Chief) 2. Executive Assistant to the Political Office 3. Chief Executive Officer 4. Executive Assistant to the CEO 5. Chief Financial Officer <p><i>Option for positions is if they can work from home, then work from home as the space entering/exiting as well as hallways the area is small.</i></p>
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Framework for Reopening the Community

The framework below was developed using the Government of Ontario framework guideline to help determine which programs, services, businesses and outdoor spaces can or cannot resume. The reopening will be closely monitored and evaluated by the Health Team and may result in changes as this continuously evolves. Atikameksheng Anishnawbek is self-governed; therefore, the progression of our staged approach differs from that of the province. Both band members and employees can be certain that our highest priority is the safety and wellbeing of those who live and work in the community, through a distinct staged progression. There are 3 stages, and as the stage increases, the restrictions are loosened as we continue to flatten the curve. Conversely, moving to a lower stage will result in heightened restrictions for the community (i.e. Border closure in Stage 1).

Essential services that can continue to operate during COVID-19 pandemic Stage 1 are encouraged to do so to the best of their ability. Due to building infrastructure and uncertainty of the virus, it is encouraged that workplaces promote the health of employees by giving supervisory authorization to work from home throughout all stages of the pandemic, based on individual levels of productivity.

Criteria for Stage Progression in Atikameksheng Anishnawbek

Description	Criteria
<p>Stage 1 Protect and support: reimplementaion of border with defined guidelines for all Retailers (Please see Stages 1, 2, 3), closure of non- essential workplaces and outdoor amenities/parks, restricted gatherings and limited access to community by band members living off-reserve, provide essential services, reimplementaion of strict guidelines with all Retailers (curb side pickup for members only).</p>	<p>* Significant increase in COVID-19 cases at regional (2 or more new confirmed cases reported daily for 7 consecutive days) and provincial levels (over 250 new confirmed cases daily).</p>
<p>Stage 2 Restart: reopening of non-essential workplaces with safety measures Implemented, outdoor amenities/parks open for public use, gathering limits increased.</p>	<p>Significant decline in COVID-19 cases at regional (less than 1 number of confirmed cases reported daily for 7 consecutive days with no indication of community spread) and provincial levels (under 250 new confirmed cases daily).</p>
<p>Stage 3 Recover: transitioning to a “new normal”.</p>	<p>No regional cases/evidence of community spread of COVID-19 for 4 weeks and vaccine becomes widely available.</p>

* Criteria has been set based on trends in surveillance data collected by Public Health Ontario.

Stage 1: (in effect from May 14th)

	Guidance	Atikameksheng Anishnawbek Actions/Restrictions or Ease of Restrictions
<p>For Businesses/ Services</p>	<p>For businesses that were ordered to close or restrict operations, opening select workplaces that can immediately meet or modify operations to meet public health guidance and occupational health and safety requirements (ie. curbside pickup or delivery).</p>	<p>Businesses/Services to provide drop off services;</p> <ul style="list-style-type: none"> - Andy's Convenience (home Delivery) - Lakeview (home delivery) - R&J Fuels (Gas) - Bear Crossing <p>Retail stores reopen June 15, 2020 as a trial basis. Stores include;</p> <ul style="list-style-type: none"> - Andy's Convenience (home Delivery) - Lakeview (home delivery) - R&J Fuels (Gas) - Bear Crossing - Mr. Fatz <p>All retail and businesses will implement precautionary measures;</p> <ul style="list-style-type: none"> - Plexi glass installed - Floor marking for 6ft physical distancing between patrons - Handwashing/sanitizer upon arrival and leaving - Directional arrows - Separate entrance/exit, if possible - Screening at the door of all patrons <p>Health Essential Services will be provided including but not limited to; PSWs, footcare, NP, Physician, Family Support Workers, etc.</p> <p>Community Centre, Youth Centre, Library will remain closed until Stage 2.</p> <p>Isolation Centre available at the Community Centre main Hall and Reserve Camp.</p>

		Non-essential services to continue to work from home.
Outdoor Spaces	Opening some outdoor spaces like parks and allow for a greater number of individuals to attend some events, such as funerals.	Members can go into bush to collect medicines, pray, ceremony, fish, hunt, etc. but must maintain 6ft physical distance with others outside their household. No border restrictions with respect to visiting the community and need to maintain a 6 ft physical distance from one another. Gatherings of 5 or less indoors and 10 outdoors (circle, bubble, household members).
Health	Continued protections for vulnerable populations and the continued practice of physical distancing, hand washing and respiratory hygiene, and significant mitigation plans to limit health risks. Hospitals beginning to offer some non-urgent and scheduled surgeries and other health care services.	Those with underlying health conditions such as diabetes, heart disease, asthma, etc. should remain home as much as possible. Essential services provided. Screening completed for employees and clients will be completed prior to servicing. ILC residents and PSWs to use back doors instead of hallway for entrance/exit.

Stage 2: (June 15, 2020)

If the initial loosening of public health measures is successful, Atikameksheng Anishnawbek will move to Stage 2. Amendments to stage 2 have been inserted into this section effective July 20, 2020.

Considerations or criteria for restricting or loosening health measures can be found on page 17 [Criteria for Stage Progression in Atikameksheng Anishnawbek](#) along with the following;

- Increase in positive cases in Atikameksheng Anishnawbek
- Increase in positive cases within the Sudbury and Ontario Region
- Are the cases contained versus community spread?
- Recommendations made by the Medical Officer of Health for Sudbury
- Anticipated 2nd wave and increase in cases with cold weather (due to increase in congregating indoors)

	Guidance	Atikameksheng Anishnawbek Actions/Restrictions or Ease of Restrictions
Businesses	Opening more workplaces, based on risk assessments, which may include some service	Effective July 20, 2020; All Retail Stores can resume normal hours of operation with an approved Standard Operating Procedures by Gimaa and Council.
		<p>The Standards of Operating Procedures have been updated July 20, 2020 and will be sent to all Retailers for implementation. (A copy can be obtained through the Economic Development Officer).</p> <p><i>Atikameksheng Anishnawbek, based on guidance by public health officials, have and will continue to provide guidelines to business owners on how to open safely and protect their employees and customers or provide them the resource information. Upon request, the Community Health Nurse will provide necessary documents and training resources to the local businesses.</i></p> <p>Border Security is removed June 20, 2020 with close monitoring and can reinstitute quickly if warranted.</p> <p>Health and Community Essential Services continue as in Stage 1.</p> <p>Effective July 20, 2020:</p> <ul style="list-style-type: none"> - Indoor Gatherings at the Community Centre for ceremonies, religious services, rites, wedding ceremonies or funeral services is limited to 50 people or less. <p><i>Disclaimer: The Community Centre has been repurposed to host as a Self-Isolation Centre and if needed, bookings will be cancelled with a short notice.</i></p> <p>Non-essential services begin to increase with precautionary measures.</p> <p>Library will operate a delivery program. Miijiim Food Support Program will continue to operate with reduced hours effective July 20, 2020. Plans are underway to relocate the Program.</p>
Outdoor spaces	Opening more outdoor spaces and allowing some larger public gatherings.	<p>Members can go into bush to collect medicines, pray, ceremony, fish, hunt, etc. ensuring physical distancing is maintained.</p> <p>Sauna is not permitted at this time for use (located at the Sacred Grounds).</p> <p>Open recreational facilities; Ballfield (training only), tennis courts, rink, Whitefish Lake Beaches, Ballfield Field House (washroom and emergency only) while maintaining 6 ft</p>

		<p>physical distance, hand washing/sanitizing and respiratory etiquette.</p> <p>Effective July 20, 2020;</p> <ul style="list-style-type: none"> - Outdoor Gatherings of 100 or less while maintaining 6ft physical distancing and maintain a contact list for contact tracing, - Playground and parks are permitted to reopen while maintaining physical distancing, except between individuals from the same household or social circle, - Gathering limits do not apply at the tennis courts, rinks, and playground, - Fitness Room will open with a limit number of 2 persons inside the room and maintain 6 ft physical distancing and maintaining precautionary measures. <p>Social Circles/Bubbles is encouraged: Social Circle is a group of 10 or less who can maintain close contact without wearing a mask. Individuals can only belong to one circle which includes members in your household.</p>
Health	<p>Continued protections for vulnerable populations and the continued practice of physical distancing, hand washing and respiratory hygiene, and significant mitigation plans to limit health risks.</p>	<p>Those with underlying health conditions such as diabetes, heart disease, asthma, etc. are able to venture out, if comfortable. Mask (homemade) can be worn when you cannot maintain 6ft physical distancing.</p> <p>Non-essential services begin. Effective July 20, 2020; Self-Screening to be completed by employee and client(s) prior to entering office. All employees must screen clients coming in for their service and must clean after client leaves.</p> <p>ILC residents and PSW's continue to use back door instead of hallway. Signage will be posted.</p>
Travel Restrictions into Community	<p>Continue to protect the citizens of Atikameksheng Anishnawbek by setting travel restrictions in the community.</p>	<p>Travel Restrictions; All current Orders issued by Leadership must be followed by all members, employees, service providers and health care providers. A copy of the Order can be obtained at: https://atikamekshenganishnawbek.ca/covid-19-updates/.</p> <ul style="list-style-type: none"> • Travel outside of Northern Ontario be is discouraged • All non-essential travel is discouraged • Member(s) will use PPE for essential travel (ie. medical appointments),

		<ul style="list-style-type: none"> • Individuals returning from the Greater Toronto Area or other regions with higher incidences of COVID-19, are required to arrange for testing when arriving to the community and to self-isolate while awaiting test results • Individuals travelling outside of the Province of Ontario are required to obtain testing upon return to community and will self-isolate for 14 days • Member(s) travelling outside of Canada will get tested upon return, will self-isolate until the test is received and will be required to self-isolate for 14 days
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Stage 3: If the loosening of public health measures is successful, consider;

	Guidance	Atikameksheng Anishnawbek Actions/Restrictions or Ease of Restrictions
Businesses	Opening all workplaces responsibly.	<p>All non-essential services open for business (stores and businesses) with precautionary measures:</p> <ul style="list-style-type: none"> - ensuring patrons maintain 6 ft physical distancing with each other, not more than 5 people in the store (based on size and air exchange), show identifiable marks on floor to show patrons how to maneuver in the store/business. - Hand washing/sanitizer upon arrival and departure <p>Border Security will be removed.</p> <p>Large meetings (registration required for contact tracing).</p>
Outdoor spaces	Further relaxing the restrictions on public gatherings. Large public gatherings such as concerts and sporting events will continue to be restricted for the foreseeable future.	<p>All members can enjoy and access all areas for fishing, hunting, ceremonies, etc.</p> <p>All recreational facilities are open.</p> <p>All traditional areas open.</p> <p>Be mindful of the respiratory etiquette, handwashing.</p> <p>Large gatherings permitted (registration required for contact tracing).</p>

Health	Continued protections for vulnerable populations and the continued practice of physical distancing, hand washing and respiratory hygiene, and significant mitigation plans to limit health risks.	<p>Those with underlying health conditions can enjoy visiting and shopping and encouraged to maintain 6 ft physical distancing, hygiene, and respiratory etiquette.</p> <p>All non-essential services are provided with precautionary measures still in place (physical distance, hygiene, respiratory etiquette).</p> <p>Screening completed for employee and client. Self- screening for staff will be completed daily. Stay at home if sick or work from home.</p> <p>ILC residents & PSWs can use the hallway.</p>
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Management of Cases and Contact of COVID-19

The Community Health Nurse (CHN) is responsible for communicable disease management in the Atikameksheng Anishnawbek community. The CHN is notified of all communicable diseases by the Communicable Disease Unit, Indigenous Services Canada (ISC) who provides confirmation and direction on the case. ISC is advised by Public Health when a positive case involves an individual with status First Nation.

This section is based on the *Ontario Ministry of Health: Management of Cases and Contacts of COVID-19 in Ontario (V8.0 23 June 2020) document and subsequent guidance*. The Atikameksheng Community Response Team has added additional requirements and supports where required. *This section will be updated when guidance documents are updated for implementation by Public Health, Indigenous Services Canada, the Province of Ontario and the Atikameksheng Anishnawbek COVID-19 Response Team*. All health information on members is confidential.

The following is the process to be following when a positive case is reported in the community.

Confirmed Case of COVID-19 or Probable Case of COVID-19 or Person Being Tested: Symptomatic/Asymptomatic with high-risk exposure

1. Notify the CHN of confirmed or probable case by phone as soon as possible at 705-507-0134, alternate numbers are; Director of Health & Community Wellness at 705-822-3462 or COVID@wfn.com or 705-618-0588 to begin the contact tracing and follow up such as education, receiving isolation kits and provision of health teachings on containing the spread in the home. The request for self-isolation assistance shall be made at this time. If you are unable to self-isolate at home, notify the CHN and arrangements will be made for an alternate setting.
2. CHN will notify CD nurse of confirmed or probable case by phone as soon as possible
 - a. After hours, call the EPHO (Environmental Public Health Officer) line at 1-855-407-2676 to be connect with the CD team
3. For a confirmed case, ensure ordering MD/NP and case is aware of the positive laboratory result
4. If symptomatic, refer to or consult with MD/NP for clinical management as appropriate
5. Advise case to self-isolate for 14 days from date of symptom onset; if asymptomatic, self-isolate for 14 days from date of testing:
 - a. Provide guidance on self-isolation and preventing the spread of COVID-19 in the home
6. Advise case to seek medical attention, including emergency attention, as required or if symptoms

worsen (must call ahead)

7. Investigate to determine possible exposure/acquisition in the 14 days prior to symptom onset
8. Initiate contact tracing and follow up. Contact tracing starts 48 hours prior to symptom onset or test date if asymptomatic:
 - a. Inform contact that they have been identified as a contact of a case of COVID-19
 - b. Determine the contact's exposure setting, type of exposure, and risk level of exposure based on interaction with case
 - c. Assess each contact for symptoms of COVID-19. If symptomatic, manage as a probable case
 - d. Testing is recommended for all high-risk contacts and for all symptomatic low risk contacts
 - e. Advise contacts to self-isolate/self-monitor based on risk assessment (provide handout on self-isolation/self-monitoring)
 - f. Advise contacts who are self-monitoring or self-isolating to immediately self-isolate (if they are not already) if they become symptomatic, and if symptoms worsen or change to notify the CHN, public health or primary care provider of symptoms, and seek emergency medical care if required
 - g. Inform contacts that a CHN or delegated worker will follow up for a phone assessment during the isolation or monitoring period at a frequency dependent on the client's health status and as per the health facility's protocol
9. Inform the case they will be contacted by a nurse or delegated worker to monitor their clinical condition daily. Cases must be contacted within 24 hours of case notification
10. Discuss criteria for completion of self-isolation. Clearance from isolation includes:
 - a. Symptomatic cases:
 - i. Non-test-based approach (preferred): completion of 14 days isolation from day of symptom onset, case must be afebrile (not feverish, hot, red, burning) and symptoms improving for at least 72 hours. Absence of cough is not required in those with chronic cough or reactive airways post infection
 - ii. Test based approach (not routinely recommended): 2 consecutive specimens collected at least 24 hours apart
 - b. Asymptomatic cases: completion of 14 days isolation from date of specimen collection
 - i. If symptoms develop greater than 4 days after specimen collection date consider consultation with CD nurse to help determine time frame for clearance
11. Once discharged from isolation, case status is 'resolved.' Advise to continue general public health measures
 - a. Resolved cases should generally not be retested within 90 days after clearance as it is known that confirmed cases may continue to test positive for weeks after infection. Retesting can be considered if client has new onset of symptoms or new high-risk exposure
12. Positive results after clearance are to be labelled as 're-positive' and require consultation with CD nurse, as further case management depends on the presence of new symptoms, a new exposure risk and the time frame of testing
13. Complete and fax the following forms⁶ to the CD Fax Line at 1-807-343-5348:
 - a. Appendix 1: Severe Acute Respiratory Infection (SARI) Case Report Form
 - b. Appendix 2: Routine Activities Prompt Worksheet (investigates possible sources of infection)
 - c. Appendix 5: Contact Tracing Worksheet (potential contacts 48 hrs prior to case being symptomatic, or 48 hrs prior to test date if asymptomatic)

Tested Negative: a) Probable Case or

b) Person Being Tested: Asymptomatic/Symptomatic with high-risk exposure

1. Inform case of the negative result
2. Advise case to remain in self-isolation for the remainder of the 14-day period, and that they will continue to be contacted by a nurse or delegated allied personnel to monitor their clinical condition. If symptoms change or worsen, case should contact CHN. Consider the need for

- repeat testing and consult with MD/NP as appropriate
3. Advise contacts to discontinue self-isolation and to continue with self-monitoring for the remainder of the 14-day period but continue general public health measures if they become symptomatic, they should immediately self-isolate and notify CHN, public health or primary care provider of symptoms
 4. Report lab result to the CD Unit

Person Being Tested: Symptomatic with low-risk exposure

1. Advise patient to self-isolate while waiting for test results. Provide guidance and fact sheet on self-isolation
2. Advise patient to seek medical attention as required, including emergency medical care if needed, or if symptoms worsen contact the CHN (must call ahead)
3. Contact tracing should start 48 hours prior to the case's date of symptom onset. Advise contacts to self-monitor for 14 days from last known exposure
 - a. Complete ISC Document Appendix 5. Appendix 1 (SARI form) is no longer required
4. Report case and contacts to the CD Unit by completing List of Persons Being Tested for COVID-196 and Appendix 5 as per above for each person being tested
 - a. Completed forms should be faxed daily to the confidential CD Fax Line at: 1-807-343-5348. Faxing is not required if there are no persons tested that day
5. Discuss criteria for completion of self-isolation:
 - a. If test result is negative:
 - i. Inform case of the negative result
 - ii. Discontinue self-isolation, continue with self-monitoring and general public health measures. If symptoms change or worsen advise to contact CHN, public health or primary care provider and consider the need for re-testing and consult with MD/NP as appropriate
 - iii. Advise contacts to discontinue self-monitoring but continue general public health measures
 - b. If test result is positive: patient is considered a confirmed case, see recommendations for public health follow up of confirmed cases
 - c. If not tested, case is to complete 14-day self-isolation period. If symptoms change or worsen advise them to contact CHN, and consider the need for testing and consult with MD/NP as appropriate
 - d. Contacts should complete 14-day self-monitoring period and advise them that if they become symptomatic, they should immediately self-isolate and notify CHN of symptoms

Person Being Tested: Asymptomatic with low-risk exposure

1. Advise patient to self-monitor for 14 days while waiting for test results but continue general public health measures
 - a. Provide guidance and fact sheet on self-monitoring; they should be advised that if symptoms develop, to self-isolate immediately and contact CHN, public health or primary care provider
2. Report person being tested to the CD Unit by completing List of Persons Being Tested for COVID-196, contact tracing is not required. SARI/appendix completion not required
 - a. Completed forms should be faxed daily to the confidential CD Fax Line at: 1-807-343-5348
 - b. Faxing of the list is not required if there are no persons tested that day
3. Discuss criteria for completion of self-monitoring:
 - a. If test result is negative: Inform the case of the negative result and that they may discontinue self-monitoring but continue general public health measures. If symptoms develop advise to immediately self-isolate and contact CHN, public health or primary care provider
 - b. If test result is positive: Manage as a positive case

COVID-19 Contact Tracing & Exposure Risk Level

The Community Health Nurse is notified by the Communicable Disease Management Unit with Indigenous Services Canada to begin contact tracing for any member living in the community of Atikameksheng Anishnawbek. Public Health Sudbury & Districts manages all members living off the community and dependant on their location such as those living in Sault Ste. Marie would be managed by the Algoma Public Health.

Dependant on location of contacts, the Community Health Nurse will conduct all contact tracing for all reportable communicable disease for contacts living in Atikameksheng Anishnawbek.

The following is the process recommended by Indigenous Services Canada at [Testing Guidance Document for Reopening Plan of August 27, 2020\COVID-19 Recommended Public Health Follow Up v2 .pdf](#)

- Each contact should be assessed based on the type of exposure (proximity and duration) to the case to determine the level of self-isolation or self-monitoring that is recommended
- Contact tracing should start 48 hours prior to the onset of symptoms to 14 days after symptom onset. If the case is asymptomatic, contact trace 48 hours prior to positive specimen collection date to 14 days after
- **Close Contact** is defined as an individual with a high-risk exposure to a confirmed or probable case. A close contact would include any person who:
 - Provided care for case (HCW, family and caregivers) or had close physical contact (e.g. intimate partner) without consistent public health precautions (i.e. physical distancing, hand hygiene, use of medical mask by case when unable to physically distance, frequent environmental cleaning) while the case was not self-isolating and infectious
 - Lived with or had prolonged (>15 min) close contact (within 2 m) with a case while the case was not self-isolating
 - Had direct contact with infectious body fluids of a case (e.g., was coughed or sneezed on or shared personal items) without the appropriate use of PPE
- **Low risk contact is a person who:**
 - Lived with, or provided care for (HCW, family and caregivers) or had close physical contact with a case with consistent public health precautions (i.e. physical distancing, hand hygiene, use of medical mask by case when unable to physically distance, frequent environmental cleaning) while the case was self-isolating
 - Lived with or had prolonged (>15 mins) contact but was not within 2 m of a case

Risk levels of Exposure	
High-risk Exposure	No/Low-risk Exposure
<ul style="list-style-type: none"> • Travel to an impacted area, including areas where COVID-19 transmission is known • In a conveyance or vehicle, seated within 2 metres to the case with close prolonged (>15 mins) contact while case was not wearing a medical mask • Close-contact (see above definition) 	<ul style="list-style-type: none"> • Transient interaction < 15 mins (e.g. walking by the case or being briefly in the same room) • In a conveyance or vehicle, seated within 2 metres (approximately 2 seats in all directions) to the case while case was wearing a medical mask; or seated elsewhere in the conveyance • No travel outside of community, and no confirmed cases in the community • No contact with COVID-19 case or any person with symptoms compatible with COVID-19 • Low risk contact

Category and definition:

Category	Definition
Confirmed case (provincial case definition)	A person with laboratory confirmation of COVID-19 infection
Probable case (provincial case definition)	<p>A) A person (who has not had a laboratory test) who has symptoms compatible with COVID-19 and had;</p> <ul style="list-style-type: none"> a. Travelled to an area impacted by COVID-19 (including within Canada) 14 days prior to symptom onset, or b. Close contact with a confirmed case of COVID-19 (see page 26 for definition of close contact), or c. Lived in or worked in a facility known to be experiencing an outbreak of COVID-19 <p>B) A person with symptoms compatible with COVID-19 AND in whom laboratory results are inconclusive or indeterminate</p>
Person Being Tested	A term used in the CD Unit to define a person being tested for COVID-19, not meeting the provincial case definition of confirmed nor probable case above.
Re-positive	There is no current provincial case definition. Cases that have tested positive for COVID-19 after being cleared from a previous positive result are identified as “re-positive”.
<p>Note: The terms confirmed and probable are specific definitions from the Ontario Ministry of Health: Case definition – Novel coronavirus (COVID-19) and used in Ontario for consistent provincial reporting and surveillance purposes.</p>	

Outbreak Measures

In the event of an outbreak, Atikameksheng Anishnawbek COVID-19 Response Team will oversee the implementation of variety of actions implemented to help prevent further spread of the virus and to consult/recommend restriction(s) of activities to Gimaa and Council.

An **outbreak is defined** as having 1 person living in Atikameksheng Anishnawbek who is positive for COVID-19 and not contained.

Contained is defined as all positive cases and their close contacts have been notified to self-isolate and agree to self-isolate for 14 days.

Community spread is defined as all close contacts of the positive case have not been identified and/or contacted and not self-isolating for the 14 days.

Restrictions can include but not limited to; reinstate border security, closing or reducing retail hours in the community, closing offices (maintaining essential services), restricting family from visiting, reduce gathering numbers, etc.

Gimaa and Council have the authority to enact any or all measures to prevent the spread of the COVID-19 and seek guidance from Emergency Management Ontario, Federal and Provincial Government and surrounding FN and Non-Indigenous communities.

The following process will be implemented during an outbreak;

1. All positive cases will be reported to the CHN and/or Director of Health & Community Wellness who will advise the Atikameksheng Anishnawbek COVID-19 Response Team,
2. Atikameksheng Anishnawbek COVID-19 Response Team will;
 - a. Meet to assess and determine course of action
 - b. Assess the situation to determine if in an outbreak and if the virus is community spread or contained
 - c. Action plan will be disseminated to required employees to assist in mitigating further spread to community
 - d. Meet at regular intervals for status update meetings, as determined by the team
 - e. Coordinate Media Release to members, employees and services providers with status updates, FN community.
3. At the end of the outbreak, the Atikameksheng Anishnawbek COVID-19 Response Team will;
 - a. Attend a debriefing session
 - b. Meet to discuss and evaluate the outbreak activities and
 - c. Make recommendation for improvements to the plan

PPE:

- Health Administrative Assistant and COVID-19 Nursing Assistant maintain PPE Inventory
 - Requests for PPE to be completed by email
 - Current lists will be updated and sent to Maamwesying NSCHS to apply burn calculator and respond to any need for purchasing
 - Order necessary PPE, escalate orders with Province and Federal Governments if unsuccessful with current process
 - Request for assistance with purchasing, storing, disseminating (redeployment of employees)

Isolation Kits:

- Will be monitored by the Health Administrative Assistant and the COVID-19 Nursing Assistant,
- Isolation kits consist of; gloves, medical masks, Kleenex, hand sanitizer and wipes to help prevent the spread, it is recommended that families plan for an emergency and keep an isolation kit stored in a safe place to bring out at any time
- Kits will be dispersed to individuals/families requesting one, and
- Provide health teaching and education on how to prevent the spread of the virus in the home

Isolation Centre:

- Open the Reserve Camp and Community Centre gym for those who are unable to self-isolate at home
- The isolation centre is for those who are positive and can still care for themselves, if health worsens and experiencing breathing issues, they are required to call 911 for immediate attention,
- Guidelines (Attachment D) will be provided to those requiring this service,
- Member requiring this service will be required to bring their own supplies such as:
 - Clothing for 14 days
 - A towel, facecloth, and other toiletries (toothbrush, toothpaste, etc.)
 - A device to keep you occupied and connected (cellular device) or other forms of entertainment
 - Any home medications
- Visitors are not permitted
- Laundry to be completed by family (bring cloth laundry bag) and will be provided with cleaning instructions
- Janitorial services will be provided to help clean overall building
- Contact list will be maintained

Staffing:

- Redeployment of employees to assist in the outbreak;
 - List will be maintained by Health Administrative Assistant with name, position, redeployment preference, contact information (Contact tracing, Nursing Services, food service, isolation centre, Miijiim Support Program, communication to community, etc.)
- Request for redeployment of persons from other FN Communities
 - Director of Health & Community Wellness or Chief Executive Officer will contact Maamwesying North Shore Community Health Services to initiate request for staffing assistance (ie. Contact tracing, Nursing Services, food service, etc.)
- The [Health Workforce Matching Portal](#) is available to access health care providers

Costs

Costs associated with a reopening are;

- Hire a staff member to conduct the screening (temperature measurements) of employees and visitors prior to entering the office
- PPE (homemade masks for those who cannot maintain 6 ft physical distancing within the workplace)
- Hand Sanitizer if no soap and water is available for hand washing (Chalet, hand sanitizing stations around the facility etc.)
- Signage – minimal costs, can utilize photocopier
- Touchless equipment for bathroom/kitchen;
 - Touchless paper towel dispensers
 - Touchless faucets
 - Touchless soap dispensers
 - Touchless light switches/motion sensor
- Homemade masks
- Lidded garbage cans Total costs are \$75,000.00.

Policy Development

Policies are being developed to address changes that are required due to COVID-19. Each of the policies will be placed here which will include;

- Communication and communication algorithm
- 2 processes to implement to assist with enforcement:
 1. Concerns form from staff
 2. Confidential (anonymous) form

APPENDIX A: SCREENING TOOL (New Updated Sample provided by ISC. Current screening tool needs to be amended based on new symptoms)



**ATIKAMEKSHENG
ANISHNAWBEK**

Name _____

COVID-19 SCREENING TOOL	
Section 1: Do you have any of the following symptoms? (Circle symptoms)	
<ul style="list-style-type: none"> • Fever • New onset of cough • Worsened chronic cough • Shortness of breath • Difficulty breathing • Sore throat • Difficulty swallowing • Decrease of loss of sense of taste or smell • Chills • Headaches • Unexplained fatigue/malaise/muscle aches (myalgias) • Nausea/vomiting, diarrhea, abdominal pain • Pink eye (conjunctivitis) • Runny nose or nasal congestion without other known cause 	<input type="checkbox"/> Yes <input type="checkbox"/> No Temperature _____
Section 2: Have you had any of the following:	
Travel outside of the Northeast Region in the past 14 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tested positive for COVID-19 or had close contact with a case of COVID-19 without wearing appropriate PPE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Results	
If response to ALL questions is NO: COVID Screen Negative	<input type="checkbox"/> Yes <input type="checkbox"/> No
If response to ANY of the screening questions is YES: COVID Screen Positive <i>*Have individual put on a mask and proceed to call the Assessment Centre to arrange for testing</i>	<input type="checkbox"/> Yes* <input type="checkbox"/> No

Date _____

APPENDIX B: Equipment Replacement Costs

Touchless Hands soap dispensers	Washrooms, kitchen (both sides)	4	7	8	5	3	3	2	32	97		3,104.00
Automatic doors (switch/senor?)	Health Centre side only		2						2	3500		7,000.00
Liddable garbage cans	one is in Exam Room already, all other garbage containers do not have lids								75	21.99		1,649.25
Touchless Thermometers	5 have been purchased								5	200		1,000.00
	Administration Washrooms											-
Door handle - Vacant/In Use Door	all washrooms	2	6	0	4	0	2	2	16	210		3,990.00
Touchless Handsanitizer dispenser	at all entrances of meeting room spaces, downstairs, ESS Section, PID Section, washrooms	13	6	6	5	7	5	5	47	97		4,559.00
Plexi Glass Barrier	Executive Assistants/Admin. Assistants								13	250		3,250.00
Touchless lights/switches	Meeting rooms, washrooms, kitchens, shared office/meeting rooms	7	9	1	5	4	5	4	35	360		2,373.00
Touchless faucets (replace)	Kitchens	2	1	3	1	1	1	0	9	800		7,200.00
Touchless toilets		3	6	13	2	1	2	2	29			-
												62,760.25
												12,552.05
												\$ 75,312.30

APPENDIX C: Staff Questionnaire



Employee Questionnaire re: COVID-19 Reopening Community

1. Employee Questionnaire

The purpose of this questionnaire is to determine what changes are required in the office and how we conduct band business with respect to COVID-19 precautionary measures. Please note that all information you provide is confidential.

Please speak with your supervisor/Manager regarding underlying health conditions.

Please speak with your Manager/Director if you have any questions. Thank you for your assistance.

* 1. What is your name?

* 2. What is your job title?

* 3. Which Department do you work in?

- | | |
|---|---|
| <input type="radio"/> Health & Community Wellness | <input type="radio"/> Political |
| <input type="radio"/> Finance | <input type="radio"/> Education and Social Services |
| <input type="radio"/> Planning and Infrastructure | |

* 4. In the future, do you need to work in the office? If yes, please advise on minimum hours you would need to be there. If no, go to question 5.

- Yes
- No

Other (please specify)

* 5. If you don't need to work in the office, please tell us why?

- I am an outside worker
- I have a medical condition that prevents me
- I prefer to work from home
- I work at an alternate site

Other (please specify)

* 6. Can you work remotely?

- Yes
- No

* 7. Does your job/role require clients/members to visit you in your office?

- Yes
- No

8. How many hours do you anticipate spending with client, community members or visitors per week in person and in the office? (Please do not count home visits)

- less than 5 hours
- less than 10 hours
- less than 20 hours
- more than 20 hours

Other (please specify)

* 9. Can you maintain a 6ft. physical distance between yourself and your clients/member/visitors/participants in your office?

Yes

No

Other (please specify)

* 10. We will need to create a kitchen plan and limit contact as much as possible. As a result, we need to know if you plan on using the kitchen?

Yes

No

If yes, what do you plan on using in the kitchen ie. fridge, microwave, etc.

* 11. Do you have a health condition ie. diabetes, heart disease, autoimmune disease?

Yes

No

If yes, advise severity of illness;

* 12. Do you utilize the smoking area?

Yes

No

13. Do you have any concerns or suggestions?



ISOLATION CENTRE GUIDELINES

1. **Respect occupant confidentiality.**
2. **There will be no visitors or drop off of any supplies allowed; this includes to anywhere on the premises.**
3. **Maintain physical distancing within the centre and in the smoking area.**
4. **There are separate sleeping areas and bathrooms for women and men; a bathroom stall will be designated for your personal use, which will be your responsibility to keep clean and sanitized.**
5. **Personal items must be kept in a bag and are for your personal use only.**
6. **Wash or sanitize your hands before and after touching any surface.**
7. **Groceries will be dropped off in the entrance every Monday and Thursday at 2:00 pm.**
8. **Only use the disposable dishes supplied.**
9. **Before and after using the kitchen or bathroom, sanitize all touched surfaces.**
10. **Personal protective equipment (gloves and masks) and instruction on when, why and how they are applied will be provided.**
11. **Treat other occupants of the isolation centre with respect and consideration.**
12. **Leaving the building is only permitted for those who wish to use the designated smoking area or in the case you need to seek medical care.**
13. **Ensure that waste is disposed of in appropriate receptacles.**