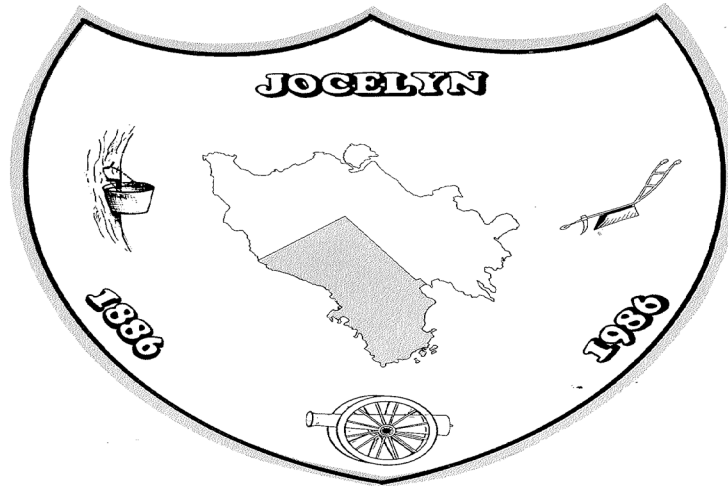


# TOWNSHIP OF JOCELYN



## BUSINESS CONTINUITY PLAN-COVID-19

AMENDED – APRIL 6, 2020

## **COVID-19 (novel coronavirus)**

All the information provided in this document has been gathered through Algoma Public Health, Ministry of Health, World Health Organization and Governments of Canada and Ontario. It is imperative that the information we provide is credible.

There have been no cases of COVID-19 confirmed in Algoma District at this point in time.

We are taking preventative measures in order to guide and protect our employees and the public from COVID-19.

The suggested approach that this Council is taking will be Public Awareness and Continuity of Business.

**PUBLIC AWARENESS**

We will provide a newsletter to be sent out to everyone through a postal walk providing information on ways to protect yourself and your family from COVID-19.

Information will be provided on our website and facebook page and updated as new information is collected.

All public municipal buildings will be closed to the public until such time Council deems safe to reopen.

**BUSINESS CONTINUITY**

<b>BUILDING/FACILITY</b>	<b>ESSENTIAL</b>	<b><u>DATE/TIME</u></b>	<b>OPEN/CLOSED</b>	
MUNICIPAL OFFICE	YES	March 16, 2020	CLOSED TO PUBLIC OPEN INTERNALLY	
MUNICIPAL GARAGE	YES	March 16, 2020	CLOSED TO PUBLIC OPEN INTERNALLY	
MUNICIPAL HALLS (Jocelyn Hall)	NO	March 16, 2020	CLOSED	
FIRE HALL	YES	March 16, 2020	CLOSED TO PUBLIC Calls will be attended	
LANDFILL	YES	March 16, 2020	HOURS WILL REMAIN THE SAME – WEDNESDAY AND SUNDAY – NOON to FIVE PM	
SHARE SHED	NO	March 16, 2020	CLOSED	
SKI TRAILS	NO	March 16, 2020	CLOSED	
ALL PARKS – Mountainview, Jocelyn and Beech Beach	NO	April 6, 2020	CLOSED	

**ESSENTIAL SERVICES**

Municipal Office-will be closed to the public but continue operating internally.

Tax Payments can be made on line or can be dropped off in the mailbox to be processed.

Dog Tags- Are due March 31, 2020 will be extended to June 1, 2020.

Building Permits-non-essential, can be received through the mail box.

Fire Permits-are required as of April 1, 2020. These permits require a signature of the property owner. This date is provincial legislation through the Fire Protection and Prevention Act and we have no authority to change it. Can be processed through the mail box.

Burials & Cremations-do not happen until after May -will be revisited. Sale of plots will not occur at this time

### **MUNICIPAL GARAGE**

Municipal garage will be closed to the public but continue normal operations. Emergency Services will be maintained and prioritized. Limited public contact will be exercised by all employees.

### **MUNICIPAL HALLS**

Jocelyn Township Hall will be closed to all public activities. Halls to be utilized in the event of an emergency only.

### **FIRE HALL**

The Deputy Fire Chief will cancel all training activities. All emergency response to continue. Fire Hall will be closed to the public.

### **LANDFILL**

The landfill is deemed an essential service and the recommendation is to maintain the hours (Wednesday and Sunday- noon to 5 PM). This is subject to change. Landfill Caretaker is to maintain a minimum of 6 feet from the public and no contact is to be made what so ever.

### **SHARE SHED**

It has been closed and will continue to be Closed until further notice.

### **EMPLOYEES**

At this point in time all permanent staff to continue operations within their designated workplaces with reduced services as provided above.

Absenteeism for permanent employees to be covered by sick time. All employees encountering symptoms of COVID-19 are not to report to work.

Information will be provided to all employees in regard to proper preventative measures and will be encouraged to exercise these measures at all times.

## **COUNCIL**

Council to revisit this plan as required. Next Council Meeting scheduled for April 7, 2020 or until the call of the chair.