

**MEETING REPORT
MUNICIPALITY OF SOUTH DUNDAS
EMERGENCY MANAGEMENT COMMITTEE
March 18, 2020**

**Municipal Office, Morrisburg
13:00**

Present: Cameron Morehouse (Community Emergency Management Coordinator), Brenda Brunt, Shannon Geraghty, Jeff Hyndman, Sarah McMillan, Kalynn Helmer, Chris Paulino, Denis Villeneuve, Steven Byvelds, Kirsten Gardner by phone.

1. Teleconference with Dr. Paul Coronavirus (COVID-19)

Teleconference was held with Dr. Paul with an update on what is happening in our area. The emphasis has been put on Social Distancing and wanted to inform everyone why the State of Emergency was declared. Declaring an emergency allows more control over trying to contain the spread of the virus by putting the emphasis on the social distancing aspect. The pandemic plan hasn't been put into place yet but as soon as symptoms start spreading to full communities it will be executed.

2. Coronavirus (COVID-19) Response

Mayor Byvelds provided opening remarks concerning the message that Dr. Paul had just given and that decisions moving forward need to be thought out.

CEMC Morehouse updated the Committee regarding a meeting held yesterday with the Ministry of Health. There have been reports of tests kits being sold door to door which are fake. There hasn't been much information to report yet. CEMC Morehouse has reached out to the Hartford and they are restricting access unless an emergency. Evonic is still operating and producing products. Ministry of Labour is getting overwhelmed with work refusal requests.

CAO Geraghty informed everyone present about one of our staff members having symptoms and that at 11:30 were advised by telehealth to go home and self-isolate. The CAO mentioned that something that has been thought about is work rotation to minimize the amount of staff in the office at the same time.

Denis Villeneuve received a concern from some staff members asking if this virus can be contracted through the air. CEMC Morehouse mentioned that through all the reports, no it is not an airborne virus and at this time has only been found to be by contact. The employees concern was because two employees got sick at the same running the same piece of equipment and wondered if there was an issue. Mayor Byvelds recommended some research be conducted to see if that is a possibility and that revisiting the SOP's of that piece of equipment be reviewed.

Mayor Byvelds wanted to disclose his decision to teleconference that he was not feeling 100% today and that he is monitoring his own situation.

COA Geraghty brought up again what some thoughts were on the staffing issues. Deputy Mayor Gardner asked if any screening questions were asked to the employee that had to leave and Clerk Brunt informed the Deputy Mayor that the screening questions had been asked. Deputy Mayor Gardner asked if we should treat the staffing issue the same way it was treated during the holidays? CAO Geraghty asked if staff could work at home if non-essential. Mayor Byvelds' thoughts were if staff used sick days and EI? There were concerns as well about the water department staff all working together when it would be better to split the operators up. Deputy Mayor Gardner would like to see a condensed work week if the coverage is still there. Mayor Byvelds ask if a plan could be put in place then looked at for approval.

Mayor Byvelds mentioned that the Counties have completely closed the office down. We can't do that here, but a decision needs to be made as to what is essential services and make sure that those services be covered.

The following actions took place:

	ITEM	DISCUSSION	ACTION
1.	Water/Wastewater Contingency plan	Committee discussed the need for a contingency plan to ensure continued service.	- Denis Villeneuve to develop workplan to ensure all operations are maintained.
2.	Water/Wastewater	Committee discussed the need for research into airborne viruses causing effect through equipment.	- Denis Villeneuve to research the impact of airborne viruses through equipment and review SOP's.
3.	Work rotation/Staff reduction	Committee discussed the possibility of working from home and work rotation the minimize staffing in office.	- A plan to be put together by each department head to make sure appropriate coverage.
4.	Next Meeting		- March 19, 2020 13:00