

**Emergency Response Group Meeting
Agenda & Notes**



Chair: Michael D. Pelletier, CEO
Recorder: Christina Thiessen
Location: Zoom Call, July 21st, 2020
Time: 9:30 a.m.

Agenda Order	Agenda Topics	Person(s) Responsible
1.	Opening Prayer	All
2.	Agenda Overview – request to add additional items - Return to Office Plan - Mandatory Mask Discussion - Food Program Discussion	All
3.	Positive Story Discussion	

Emergency Response Group:	
1. Peter Collins – Chief	11. Michele Blais – Community Evacuation Coordinator
2. Michael Pelletier Jr – CEO	12. Myra Bannon – Education Authority
3. Derek Johnson – Police Rep.	13. Morris Decorte – Property Maintenance
4. William G. Solomon – Fire Chief Rep.	14. Cheryl Szyja – Emergency Site Manager
5. Michael Pelletier Sr – Public Works Rep.	15. Serena MacLaurin – Community Health Rep.
6. Karen Bannon – Emergency Preparedness Coordinator & Medical Health Authority Rep.	16. Agnes Rissanen – Community Health Nurse
7. Shannon Crews – Social Services Rep.	17. Stephanie MacLaurin – Health and Wellness Worker
8. Serena MacLaurin – Emergency Medical Services Rep.	18. Kristy Boucher – Public Information Coordinator
9. Ian Bannon – Community Emergency Management Coordinator	19. Brice Morriveau – Community Inquiry Coordinator
10. Lori Payne - Finance Rep.	20. Brandy Morris – Surveillance Coordinator
	21. Luanne Maki- Health Centre Manager
	22. Christina Thiessen- Executive Assistant

Roll Call: Peter Collins, Michael Pelletier Jr., Christina Thiessen, Angela Collins, Karen Bannon, Agnes Rissanen, Amanda Collins, Cheryl Szyja, Dan Gelmich, Esther Pervais, Ian Bannon, Jamie Scrimger, Myra Bannon, Lori Payne, Michael Pelletier Sr., Serena Maclaurin,

Before meeting discussion- Bingo opening/utilizing leftover food from distribution stored in bingo hall

1. Opening Prayer- Michael Pelletier Jr.

2. Additional Agenda Items

Return to Office Plan

- How will we navigate employees workload, mental health, burn out
- Management meeting took place last Friday July 17th, 2020
 - Notes on screening staff, visitors
 - Cleaning of offices and areas

- Tracking/Tracing- staff who goes into members homes/ Including visitors to office
- Hiring of new staff to help navigate tracking/tracing
- Staff will work on rotation with working from home
- Discussion
 - Concerns with preparation and getting ready. Along with budget awareness
 - **Sanitization**- what does that look like
 - Who will be allowed in the office?
 - PPE- who will be responsible for providing
 - Ongoing use of key fob to access areas of buildings
 - Ongoing meetings using Zoom- limit face to face contact
 - Council chambers- how to keep clean
 - Nokiiwin- also developing protocols- re: office space, meeting rooms, customer/client intake
 - One on one meetings in board rooms with clients
 - Using camera to meet spontaneous visitors in lobby area
 - Setting up spaces where needed for client confidentiality
 - Locked boxes outside
 - Discussion on reception moving.
 - Multiple office locations with many offices including those who work out of office
- Review draft work plan with tentative schedules and timelines
 - Finalizing return to work office plan with phases (working with HR- possibly end of week)
 - Training/Set up of the office (3-4 weeks)
 - Move into phases in 2-week periods, with review if we should stay, move back or forward a phase.
 - Tentative to start phase approach for beginning of September.
 - Hiring of new staff- approx. 3-4 week process
- COVID duties/NON-COVID duties
 - Most health staff are still in emergency response/surveillance mode
 - How do we return to service, or a changed way to providing services?
 - How do we transition back to new normal?
 - Revision of work plan with transitioning back to work
 - If employees are taking on too many tasks, a shift can be done
 - Review of admin plan as guideline if other departments want template/sample of shift of work plan
 - Each department should be meeting weekly or biweekly
 - Management meeting moved to weekly- including review of return to work plan (Friday)

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Mandatory Mask Discussion-

- Will there be a need to wear the masks at the office?
- How do we protect others and ourselves?
- How will everyone feel
- Having one policy for all staff.
- Who will be enforcing the rules- using HR- will be adding to our staff for COVID related tasks.

- Discussion on being mandatory for public spaces- BINGO, Business, Common Areas, Waiting Rooms, Public Transportation, Restaurants, Stores
- Will council be discussing mandatory masks for tenant occupancies? If we are following Health Canada recommendations and rules, everyone will need to protect each other and follow the rules. If there needs to be a bylaw made, can notify tenants.

Food program discussion

- Discussion- plan to utilize leftover food from distribution program
- Discussion on using staff to help clean/set up hall