

**CPPW DEPARTMENT**  
 COVID-19 Levels of Activation



The following represents the COVID 19 Protocol that will be established at different levels of activation:

<b>ACTIVATION THRESHOLD: LEVEL 1&amp;2: Positive COVID 19 in Sudbury/Manitoulin District</b>		
<b>Staff</b>	<b>Responsibilities</b>	<b>Details</b>
<b>Administration</b>		
CPPW Department Manager	Discuss COVID19 precautions with staff;  Institute daily reporting with Public Works Supervisor	Ensure that staff are educated with respect to the COVID19 precautions;
CPPW Administrative Assistant	Assist CPPW Department Manager with communicating to staff and community	
<b>Public Works</b>		
Public Works Supervisor	Ensure Staff are following COVID 19 precautions	Physical Distancing; Consistent handwashing; Ensure all staff are cleaning surfaces; Monitor symptoms Limit number of occupants in fleet vehicles;
Roads Technician	Abide by COVID19 precautions	Physical Distancing; Consistent handwashing; Ensure all staff are cleaning surfaces; Monitor symptoms Limit number of occupants in fleet vehicles;
<b>Housing</b>		
Housing Maintenance	Abide by COVID19 precautions	Physical Distancing; Consistent handwashing; Ensure all staff are cleaning surfaces; Monitor symptoms Limit number of occupants in fleet vehicles; Maintenance repairs may be done in rental units

**CPPW DEPARTMENT**  
 COVID-19 Levels of Activation



		after telephone screening of tenants is satisfactory.
<b>Water/Wastewater</b>		
ORO	Ensure Staff are following COVID 19 precautions	Physical Distancing; Consistent handwashing; Ensure all staff are cleaning surfaces; Monitor symptoms Limit number of occupants in fleet vehicles; WTP staff on rotational schedule;
Water Treatment Operator	Abide by COVID19 precautions	Physical Distancing; Consistent handwashing; Ensure all staff are cleaning surfaces; Monitor symptoms Limit number of occupants in fleet vehicles; WTP staff on rotational schedule;
Water Delivery	Abide by COVID19 precautions	Physical Distancing; Consistent handwashing; Ensure all staff are cleaning surfaces; Monitor symptoms
<b>Arena/Complex</b>		
Facilities Supervisor	Ensure Staff are following COVID 19 precautions  Ensure Increased Cleaning and Disinfecting	Physical Distancing; Consistent handwashing; Ensure all staff are cleaning surfaces; Monitor symptoms
Complex Custodian	Abide by COVID19 precautions	Physical Distancing; Consistent handwashing; Ensure all staff are cleaning surfaces;

**CPPW DEPARTMENT**  
 COVID-19 Levels of Activation



	Increased Cleaning and Disinfecting	Monitor symptoms
<b>ACTIVATION THRESHOLD: LEVEL 3: Positive COVID 19 on Manitoulin Island</b>		
<b>Staff</b>	<b>Responsibilities</b>	<b>Details</b>
<b>Administration</b>		
CPPW Department Manager	<p>Ensure Staff are following COVID 19 precautions</p> <p>Implement further COVID19 Protocols</p> <p>No new housing projects</p> <p>No home visits</p> <p>Emergency Repairs only</p>	<p>Physical Distancing;          Consistent handwashing;          Ensure all staff are cleaning surfaces;          Monitor symptoms</p> <p>Limit type of work completed; Limit number of occupants in fleet vehicles; WTP staff on rotational schedule; Implement screening for visitors at garage and at WTP; Implement screening for visitors at Administration Office</p>
CPPW Administrative Assistant	Assist CPPW Department Manager with communicating to staff and community	
<b>Public Works</b>		
Public Works Supervisor	<p>Ensure and oversee Staff to follow COVID 19 precautions</p> <p>Ensure and oversee further COVID19 Protocols</p>	<p>Physical Distancing;          Consistent handwashing;          Ensure all staff are cleaning surfaces;          Monitor symptoms</p> <p>Limit type of work completed; Limit number of occupants in fleet vehicles; WTP staff on rotational schedule; Implement</p>

**CPPW DEPARTMENT**  
 COVID-19 Levels of Activation



		<p>screening for visitors at garage and at WTP;          Implement screening for visitors at Garage</p>
Roads Technician	<p>Abide by and ensure COVID19 Protocols and additional protocols are being observed</p>	<p>Physical Distancing;          Consistent handwashing;          Ensure all staff are cleaning surfaces;          Monitor symptoms</p> <p>Limit type of work completed; Limit number of occupants in fleet vehicles;          No visitors at garage          Implement screening for visitors at garage</p>
Roads Technician	<p>Abide by and ensure COVID19 Protocols and additional protocols are being observed</p>	<p>Physical Distancing;          Consistent handwashing;          Ensure all staff are cleaning surfaces;          Monitor symptoms</p> <p>Limit type of work completed; Limit number of occupants in fleet vehicles;          No visitors at garage          Implement screening for visitors at garage</p>
<b>Housing</b>		
Maintenance	<p>Abide by and ensure COVID19 Protocols and additional protocols are being observed</p> <p>No home visits</p> <p>Emergency Repairs only</p>	<p>Physical Distancing;          Consistent handwashing;          Ensure all staff are cleaning surfaces;          Monitor symptoms</p> <p>Limit type of work completed; Limit number of occupants in fleet vehicles;          Implement screening for visitors at garage          Emergency Repairs only</p>
<b>Water/Wastewater</b>		

**CPPW DEPARTMENT**  
 COVID-19 Levels of Activation



<p>ORO</p>	<p>Ensure and oversee Staff to follow COVID 19 precautions</p> <p>Ensure and oversee further COVID19 Protocols</p>	<p>Physical Distancing;          Consistent handwashing;          Ensure all staff are cleaning surfaces;          Monitor symptoms          WTP staff on rotational schedule;</p> <p>Limit type of work completed; Limit number of occupants in fleet vehicles;          WTP staff on rotational schedule; Implement screening for visitors at WTP;          Implement screening for visitors at WTP</p>
<p>Water Treatment Operator</p>	<p>Abide by and ensure COVID19 Protocols and additional protocols are being observed</p> <p>No in-home visiting</p>	<p>Physical Distancing;          Consistent handwashing;          Ensure all staff are cleaning surfaces;          Monitor symptoms          WTP staff on rotational schedule;</p> <p>Limit type of work completed; Limit number of occupants in fleet vehicles;          No visitors          Implement screening for visitors by appointment at WTP</p>
<p>Water Delivery</p>	<p>Abide by and ensure COVID19 Protocols and additional protocols are being observed</p> <p>No in-home visiting</p>	<p>Physical Distancing;          Consistent handwashing;          Ensure all staff are cleaning surfaces;          Monitor symptoms</p> <p>Limit type of work completed; Limit number of occupants in fleet vehicles;</p>
<p><b>Arena/Complex</b></p>		
<p>Facilities Supervisor</p>	<p>Ensure Staff are following COVID 19 precautions</p>	<p>Physical Distancing;          Consistent handwashing;</p>

**CPPW DEPARTMENT**  
 COVID-19 Levels of Activation



	<p>Ensure Increased Cleaning and Disinfecting</p> <p><del>Complex/Arena Closed</del>  <del>Commence reassignment duties</del></p> <p>Complex/Arena under strict guidelines to limitations of gatherings</p>	<p>Ensure all staff are cleaning surfaces;          Monitor symptoms</p> <p><del>Cancel all events at complex and arena</del>          Employees may be redirected to other duties          Mail Delivery etc., rotate into Public Works</p> <p>Arena/Complex events are limiting gatherings to smaller groups</p>
Complex Custodian	<p>Abide by COVID19 precautions</p> <p>Increased Cleaning and Disinfecting</p> <p>Commence Reassignment Duties</p>	<p>Physical Distancing;          Consistent handwashing;          Ensure all staff are cleaning surfaces;          Monitor symptoms</p> <p>Rotate into Public Works/Maintenance:          grass cutting etc.</p>
<b>ACTIVATION THRESHOLD: LEVEL 4: Positive COVID 19 in M'Chigeeng</b>		
<b>Staff</b>	<b>Responsibilities</b>	<b>Details</b>
<b>Administration</b>		
CPPW Department Manager	<p>Ensure Staff are following COVID 19 precautions</p> <p>Implement further COVID19 Protocols</p>	<p>Physical Distancing;          Consistent handwashing;          Ensure all staff are cleaning surfaces;          Monitor symptoms</p> <p>Limit type of work completed; Limit number of occupants in fleet vehicles;          WTP staff on rotational schedule; NO visitors at garage and at WTP;</p>

**CPPW DEPARTMENT**  
 COVID-19 Levels of Activation



	No new housing projects  No home visits	
CPPW Administrative Assistant	Work on a limited rotation in office	Partial Work from Home
<b>Public Works</b>		
Public Works Supervisor	Ensure Staff are following COVID 19 precautions  Implement further COVID19 Protocols  Limit Staff Contact	Physical Distancing; Consistent handwashing; Ensure all staff are cleaning surfaces; Monitor symptoms  Limit type of work completed; Limit number of occupants in fleet vehicles; WTP staff on rotational schedule; NO visitors at Garage and WTP.
Roads Technician	Abide by and ensure COVID19 Protocols and additional protocols are being observed	Physical Distancing; Consistent handwashing; Ensure all staff are cleaning surfaces; Monitor symptoms  Limit type of work completed; Limit number of occupants in fleet vehicles; Implement screening for visitors at garage
Roads Technician	Abide by and ensure COVID19 Protocols and additional protocols are being observed	Physical Distancing; Consistent handwashing; Ensure all staff are cleaning surfaces;

**CPPW DEPARTMENT**  
 COVID-19 Levels of Activation



		<p>Monitor symptoms</p> <p>Limit type of work completed; Limit number of occupants in fleet vehicles; Implement screening for visitors at garage</p>
<b>Housing</b>		
Maintenance (CMHC band rental units)	<p>Abide by and ensure COVID19 Protocols and additional protocols are being observed</p> <p>No maintenance of rental units.</p> <p>Reassignment to Public Works initiatives</p>	<p>Physical Distancing; Consistent handwashing; Ensure all staff are cleaning surfaces; Monitor symptoms</p> <p>Limit type of work completed; Limit number of occupants in fleet vehicles; Implement screening for visitors at garage. Limit duties to emergency issues only.</p>
<b>Water/Wastewater</b>		
ORO	<p>Ensure Staff are following COVID 19 precautions</p> <p>Implement further COVID19 Protocols</p> <p>No home visits</p> <p>Limit Staff Contact</p>	<p>Physical Distancing; Consistent handwashing; Ensure all staff are cleaning surfaces; Monitor symptoms</p> <p>Limit type of work completed; Limit number of occupants in fleet vehicles; WTP staff on rotational schedule; NO visitors at WTP. WTP staff on rotational schedule;</p>
Water Treatment Plant Operator	<p>Abide by and ensure COVID19 Protocols and additional protocols are being observed</p> <p>No in-home visiting</p>	<p>Physical Distancing; Consistent handwashing; Ensure all staff are cleaning surfaces;</p>



**CPPW DEPARTMENT**  
 COVID-19 Levels of Activation



		<p>Monitor symptoms          WTP staff on rotational schedule;</p> <p>Limit type of work completed; Limit number of occupants in fleet vehicles; No visitors at WTP</p>
Water Delivery	<p>Abide by and ensure COVID19 Protocols and additional protocols are being observed</p> <p>No in-home visiting</p>	<p>Physical Distancing;          Consistent handwashing;          Ensure all staff are cleaning surfaces;          Monitor symptoms</p> <p>Limit type of work completed; Limit number of occupants in fleet vehicles; No visitors</p>
<b>Arena/Complex</b>		
Facilities Supervisor	<p>Complex/Arena Closed          Commence reassignment duties</p>	<p>Cancel all events at complex and arena          Mail Delivery etc., rotate into Public Works</p> <p>Physical Distancing;          Consistent handwashing;          Ensure all staff are cleaning surfaces;          Monitor symptoms</p>
Complex Custodian	<p>Complex/Arena Closed          Commence reassignment duties</p>	<p>Commence duties with Public Works</p> <p>Physical Distancing;          Consistent handwashing;          Ensure all staff are cleaning surfaces;          Monitor symptoms</p> <p>Rotate into Public Works/Maintenance:          grass cutting etc.</p>