

## **Pic Mobert First Nation Safety Protocols & Continuity Planning**

In response to COVID-19

PLEASE READ THIS ENTIRELY:

At Pic Mobert First Nation, we're very proud that our business values have always included a 'People First' mentality. Because of this, we're taking extraordinary precautions due to the rapidly evolving COVID-19 situation.

With COVID-19 quickly spreading throughout the world, and with so much yet to understand, we wanted to take a moment to let you know the proactive steps we're taking to ensure our membership's safety. This document reflects our best knowledge at the time of writing, and it will be continually updated to incorporate new information as it surfaces.

Beyond general hygiene such as frequent HANDWASHING and not touching your face is one of the best ways to minimize transmission. In addition, social distancing is seen by public health authorities as a key method of reducing risk. As such, we have implemented a number of policies that will help us leverage this proven technique. Some of these include the minimization of travel and large gatherings amongst team members and clients.

If you are not feeling well, you **MUST** work from home. We are elevating our safety precautions. Please carefully read through the guidelines on Levels 1 through 9 and their respective policy changes itemized below. In addition, we expect you to stay home for a minimum of two weeks / fourteen days after all symptoms have dissipated.

We know that social distancing may also impact us in our personal lives with the potential for school closures and/or or transit reductions. Although these issues can be challenging for our First Nation and the membership we serve, we feel that Pic Mobert First Nation is in a unique position to minimize these issues by relying on telephone / teleconference, email communication and where possible online (Skype) meetings.

As the situation warrants, we want to build increasing readiness and adoption of virtual technologies to better enable remote work.

The good news is that Pic Mobert First Nation has employees who have the technical skills when it comes to virtual collaboration. We are currently working to make sure that we have the right infrastructure, knowledge, and best practices needed to ensure our success and continuity of operations.

In the document below, you'll find our latest thinking with respect to how we will continue to adapt our practices to ensure we're able to continue to deliver programs to our membership and meet our partners' expectations, while also making every decision in a manner that's thoughtfully prioritizing the safety of our team. We ask that you also make responsible decisions in your personal life, avoiding concerts, sporting events, and other large public gatherings.

On Thursday and Friday, March 12 & 13, 2020 representatives of the Pic Mobert First Nation's Pandemic Emergency Team met to discuss the current situation in order to develop Safety Protocols to respond proactively to the COVID 19 / Corona Virus.

Currently the Pic Mobert First Nation's Pandemic Emergency Team members will monitor this situation and will amend and adjust this policy at regular intervals as this situation develops. We thank you for your understanding and patience. These levels are not necessarily sequential, but specific levels would be automatically triggered if specific events such as school closures or removal of public transportation. That said, we are already encouraging people to cancel all meetings and travel, unless it is mandatory.

## **Safety Guidelines for COVID-19**

### **Level 1 (Standard Operations):**

Vigilant monitoring of any risk to the safety of our team

Consistently use healthy hygiene habits and practices to prevent the spread of flu and other respiratory illnesses.

Avoid close contact.

Keep your distance from people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.

Stay home when you are sick.

Stay home from work, school, and errands when you are sick. This will help prevent spreading your illness to others.

Cover your mouth and nose.

Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick..

Clean your hands.

Washing your hands often will help protect you from germs. If soap and water are not available, use an alcohol-based hand rub.

Avoid touching your eyes, nose, or mouth.

Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

Practice other good health and wellness habits.

Clean and disinfect frequently touched surfaces at home, work, and school, especially when someone is ill. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

Please check the following websites for additional information:

Government of Ontario: The 2019 Novel Coronavirus (COVID-19): <https://www.ontario.ca/page/2019-novel-coronavirus>

Government of Ontario: Wgimaawaad owi Mina Bimaadiziwin: <https://files.ontario.ca/moh-coronavirus-info-sheet-eastern-ojibway-2020-03-11.pdf>

Public Health Ontario: Novel Coronavirus: <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus>

Public Health Agency of Canada: Coronavirus disease (COVID-19): <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Government of Canada: Travel advice and advisories: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Centers for Disease Control and Prevention: Coronavirus disease 2019: <https://www.cdc.gov/coronavirus/2019-nCoV/summary.html>

World Health Organization: Responding to community spread of COVID-19: <https://www.who.int/publications-detail/responding-to-community-spread-of-covid-19>

World Health Organization: Coronavirus disease (COVID- 19) technical guidance: Infection prevention and control/WASH: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/infection-prevention-and-contro>

### **Level 2 (Restricted Travel):**

On March 13, 2020, Pic Mobert First Nation introduced travel restrictions based on information received today on confirmed case stemming from the recently held Prospectors and Developers Association of Canada International Conference. Throughout today's date, we have learned of cancellations of numerous events, Provincial, Regional and Community events. This document marks the first set of measures in response to COVID-19.

### **Level 3 (Escalated Precautions):**

On the afternoon of March 13, 2020 we implemented a Travel Advisory to escalate to Level 4 (See Level 4)

Efforts to maintain sanitary and safe work spaces for Pic Mobert First Nation continue, including increased cleaning of office surfaces and the provision of hand sanitizers and wipes in various locations around the offices.

CURRENT STATUS (Effective March 12, 2020)

#### **Level 4 (Validating Continuity Planning):**

Travel Policy Revisions: March 12, 2020 a.m.:

- > Eliminated conference travel and participation
- > Eliminated out of traditional territory -related travel
- > Request that any critical travel be explicitly approved in advance. Pic Mobert First Nation will not provide a definition of essential travel, as effective immediately we are operating with the guidance that all travel is not essential; therefore, all travel requires prior authorization from ....., CEO, and BGM and must be community/client-initiated.
- > We are immediately implementing Self Quarantine Practices for non-essential workers.

Facilities:

- > We encourage everyone to avoid brushing their teeth at work.
- > As an extra precaution, we will remove any open candy or chips from the office and we encourage everyone to sanitize their hands before meals.
- > We also request all departments to place all reusable cutlery and plates in storage and have replaced these with single use items while we are at this level of preparedness.
- > We are in the process of removing all boardroom and meeting room clickers and keyboards. We also encourage you to use gloves or a napkin when touching and opening doors, and so on.
- > Custodian will be implementing increased measures to ensure the highest standards of cleanliness/sanitization.

Policy Decisions:

- > We request that if you use a laptop that you take the laptop home nightly. We are immediately starting to transition closer toward remote-work in order to prioritize the safety of our team and prepare for the possibility of medical and public transportation interruptions. Effective March 12, 2020, Premiere Rob Ford announced Ontario to Shut Down schools for two (2) weeks following March Break. (Pic Mobert First Nation will be following this provincial standard to ensure the safety of our children and staff.)
- > No handshakes. No hugs. We would add that it's sensible to avoid our traditional practice of shaking hands and hugging entirely to reduce the risk of spreading infection. Though that might be awkward at times, please recognize that these are unique times and require these precautions.
- > IF YOU ARE NOT FEELING WELL, YOU MUST WORK FROM HOME AND YOUR OBLIGATION IS NOT TO ATTEND OUR OFFICES. WE MUST PRIORITIZE ASKING FOR EVERYONE TO BE RESPECTFUL OF THIS POLICY FOR THE SAFETY OF ALL PIC MOBERT FIRST NATION EMPLOYEES.
- > We are canceling all community events / programs until the threat of COVID-19 has been lifted by Canada Health.

Guidance to Our Employees and Chief & Council:

- > We highly encourage our team to avoid large public gatherings, including concerts, sporting events, feasts and Pow-wows.
- > We highly recommend that family vacations involving travel, hotels, parks, and other large gatherings also be deferred.
- > We are defining large gatherings as 25 or more people, but we trust our community leadership's judgement as many are making decisions to cancel based on both smaller and larger numbers.

#### New Procedures:

- > Attached in the appendix section, please find the FAQ that will be a living document, designed to help clarify and answer your questions as the situation continues to unfold.
- > As discussed at the March 12 & 13, 2020 Pic Moberg First Nation's Pandemic Emergency Team meetings, we have been asked to share information with respect to remote work business continuity and over the coming days, we will begin to develop more detailed protocols for Telework/Working from Home to ensure our continuity. An initial email was sent out today to begin to develop a plan / process moving forward.
- > We are having weekly (when necessary, Daily) meetings with the Our First Nation's Pandemic Emergency Team to update Pic Moberg First Nation's Pandemic Plan.

#### Level 4+ (ZERO Air Travel):

- > Effective March 13, 2020, we have terminated all air travel.

#### Level 4++ (ZERO In-person Client Meetings):

- > While we are not at this point today (because we can't control the protocols being deployed in other organizations), we anticipate that we may need to cease in-person client meetings. Additional information will be included as part of the Appendix Section of our Pandemic Plan.

#### Level 5 (School Closures):

- > In the event of a location-specific government or school-specific decision to close schools, we recognize that some parents will need to work remotely to accommodate. We will have our remote working protocols implemented. Please contact your managers to let them know.
- > Given that these protocols were already triggered in China and Italy, as well as beginning in some localized areas of the US, as of March 4, 2020, and as of March 12, 2020 impacting Ontario Schools closure for two (2) weeks following March Break, we need to be prepared.
- > We recommend making conditional childcare arrangements in the interim.
- > We are currently working on plans for how to minimize the impact on our ability to collaborate/deliver on community/client expectations.

#### Level 6 (Public Transportation Closures):

- > We encourage everyone to follow public health guidelines and be especially vigilant using public transportation. In China, many of the community cases occurred as a result of people touching surfaces that had previously been occupied by an infected person. Please exercise caution, wash hands regularly, and avoid eating on public transportation.
- > If you cannot make it to work because of a public transportation disruption, please work from home.

#### Level 7 (Employee Infected with COVID-19):

- > While we are hopeful that, with all of these precautions, we will avoid having a Pic Moberg First Nation Team Member become infected, we will be developing our protocols for containment, tracing, and communication over the coming days.
- > Mandatory work from home for entire local office.

- > Notify member First Nation communities
- > Notify non-Pic Mobert First Nation contacts.
- > Third party professional sanitization of our offices.
- > Seeking Expert advice regarding reopening our offices from Environmental Health Officer Professionals.

**Level 8 (Shift to Remote Work/Work from Home for a Significant Portion):**

- > We will be working with experts on ensuring we are as prepared as possible.
- > The range of decisions surrounding the technology enabling our teams to remotely work, on-premises dependencies, departments with assets requiring on-site servers, telephone, and many typically interactive experiences such as onboarding; would be materially impacted.
- > All of our business continuity plans are currently being adapted in response to COVID-19 and we're carefully evaluating our protocols, as well as reassessing plans daily.
- > Implementing Essential Services Protocols.

**Level 9 (Office Closure):**

- > If we close our facilities, this would materially impact many of our shared services functions, as well as logistics, deliveries, physical mail, and printing. These plans are also evolving.
- > Continued implementation of Essential Services Protocols namely financial, payroll, benefits etc.

Chief & Council  
Pic Mobert First Nation