



Outbreak Management Plan

- In response to the COVID-19 Global Pandemic

1.0 Introduction

This document describes the measures employed to mitigate risk of virus transmission and the action plans of Wiikwemkoong Unceded Territory should a COVID-19 outbreak occur in the community.

Situations will be continuously monitored and plans will be adjusted accordingly; furthermore, community protocols and leadership direction will take precedence.

2.0 COVID-19 Outbreak Definition

A COVID-19 (also known as coronavirus 2019) outbreak in Wiikwemkoong is defined as a single positive case in any of the following situations:

- i) In the Wikwemikong Nursing Home, or
- ii) In a place of business, or
- iii) In a family household.

3.0 Risk of An Outbreak

The risk of an outbreak remains possible as long as there is no treatment or availability of a vaccine. The true extent on the possible effects on our community remains unknown as the virus affects people in different ways. Data shows that the virus spreads widely and quickly, and is it thought to be much more dangerous for elderly people and to those with existing health conditions, such as diabetes.

4.0 Immediate Outbreak Control Measures

- 4.1 The Wikwemikong Health Services team will take immediate action to isolate the infected person. The Wikwemikong Health Services team will also provide supports and services to the infected person as described in the "Self-Isolation/Quarantine Plan". The supports and services will also be extended to his/her family members who live in the same household, co-workers that they may have had contact with, and any person(s) that they have had contact with.
- 4.2 The Wikwemikong Health Services team will take the lead on responding to the outbreak.
- 4.3 The Wellness Checkpoint operations will be evaluated immediately to determine any additional measures required to limit the spread of the virus.
- 4.4 Communication to the community will be as follows:

- 4.4.1 Community message from Ogimaa and Council through live Facebook update, which will be shared onto other social media pages
- 4.4.2 Ogimaa and Council letter that outline the details of the outbreak and additional health-oriented information that will be shared via newsletter mail-out, social media, website, local radio station
- 4.4.3 Additional health-oriented communications or advisories under the direction of Wikwemikong Health Centre and Public Health Sudbury District that will be shared via newsletter mail-out, social media, website, local radio station
- 4.5 Essential Service Providers shall activate their respective protocols as described in their “Essential Services Outbreak Plan”.

5.0 Essential Services Outbreak Plan

This section describes the business continuity plans of the essential services within the community. It is paramount that essential services continue uninterrupted during an outbreak and that measures be taken to protect the workers and the community. Each department is responsible for developing measures to prevent and contain an outbreak within their respective area. Pre-cautionary measures within current operations and plans should an outbreak occur are outlined in each departments’ “Essential Services Outbreak Plan”, which can be found in the appendices.

Plans to re-open following any disruption of services will be developed under the guidance and direction of the Emergency Control Group – Pandemic Planning Team.

Essential Services Outbreak Plans:

- 5.1 WUT Administration - Please refer to Appendix A
- 5.2 Wikwemikong Health Services - Please refer to Appendix B
- 5.3 Wiikwemkoong Ontario Works - Please refer to Appendix C
- 5.4 Department of Lands and Natural Resources - Please refer to Appendix D
- 5.5 Wiikwemkoong Public Works - Please refer to Appendix E
- 5.6 Wikwemikong Board of Education - Please refer to Appendix F
- 5.7 Wiikwemkoong Prevention Services – Please refer to Appendix G
- 5.8 Wiikwemkoong Fire Control – Please refer to Appendix H
- 5.9 Wiikwemkoong Rental Property Management/Housing – Please refer to Appendix I
- 5.10 Wiikwemkoong Arena – Please refer to Appendix J
- 5.11 Nadmadwin Mental Health Clinic – Please refer to Appendix K
- 5.12 Wikwemikong Heritage Organization – Please refer to Appendix L
- 5.13 Wikwemikong Communications Team – Please refer to Appendix M
- 5.14 Gwaagan Gamig – Please refer to Appendix N
- 5.15 Wikwemikong Tribal Police Services – Please refer to Appendix O
- 5.16 Wellness Checkpoint Plan – Please refer to Appendix P

6.0 Conclusion

The most efficient way to reducing the spread of the COVID-19 virus and limiting the devastating effects on the community is having proper preventative plans, acting swiftly on notice of an outbreak, and providing adequate and accurate information to community members.

Appendix A – Essential Services Outbreak Plan

5.1 WUT Administration

Wiikwemkoong Unceded Territory

Essential Services Outbreak Plan

In Response to COVID-19 Pandemic

Department: Wiikwemkoong Administration
Prepared by: Kevin Wassegijig, Director of Operations

1.0 Preamble

This document describes the plans created in response to the global COVID-19 pandemic. It addresses precautionary measures and plans for continuity of services.

Situations will be continuously monitored, and plans will be adjusted accordingly; furthermore, community protocols and leadership direction will take precedence.

2.0 Pre-cautionary Measures

This section describes the pre-cautionary measures in place during pandemic status (pre-outbreak). All preventative measures as suggested by the local health authorities, the World Health Organization, the Federal Government and local leadership will be followed. The health and safety of employees and community members is and will remain priority.

2.1 In Office Measures:

- a) Person-to-person contact and home visits with the general public are prohibited, all applications are to be completed over the phone, no signatures are required on the applications.
- b) Documents will be accepted by the general public, as well as submitted via electronic means.
- c) Maintenance staff will sanitize all office areas as per guidelines and till record the process in a log book.
- d) The office hours to the general public will be from 8 am to 4 pm, all in-office staff must attend work from 8 am to 4 pm. Staff training, debriefing or announcements will be from 8 am to 9 am and from 3 pm to 4 pm.
- e) When the distance between employees is less than recommended by our local health authority, then masks must be worn. These can be cloth masks.

2.2 Continuity of services:

- a) Roles may be adjusted to meet community needs. The expectation of this team is to replace the in-office team (who may be in self-isolation) should a staff member contract the COVID-19 virus.
- b) All employees who report to work in-office may have their duties and roles adjusted to address office needs, and community needs.

- b) Staff will receive training in all relevant areas so that they can cover for each other.
- c) Ongoing safety training and instructions will be provided to all staff members.
- d) Should the Director of Operations be out of office, approval can be granted via email or text message.
- e) If employees are feeling sick, they must remain at home and contact management via phone or email.

2.3 Communication

Notices and public announcements will be posted at our offices and forwarded to the Wiikwemkoong Unceded Territory Communications Team.

3.0 Outbreak Plan

3.1 Should a Positive Case be Confirmed in the Community

Should a positive case be confirmed in the community, all measures described in 2.0 will continue. These measures may be enhanced according to direction from our local health authorities and/or band council leadership.

3.2 Should a Positive Case be Confirmed in the Office

Should a positive case be confirmed in the office, the team that was working in the office must follow instructions and protocol as prescribed by the Wikwemikong Health Services team. The community's designated team will complete a thorough decontamination of office space. If in-office team members must self-isolate, the team members working from home will be called in to manage the daily operations.

M Shannon Maniwabi is in constant contact with the Director of Operations should he not be available.

Appendix B – Essential Services Outbreak Plan

5.2 Wikwemikong Health Services

Wiikwemkoong Unceded Territory

Essential Services Outbreak Plan

In Response to COVID-19 Pandemic

Department: Naandwechige Gamig Wikwemikong Health Centre
Prepared by: Health Services Director

1.0 Preamble

This document describes the plans created in response to the global COVID-19 pandemic. It addresses precautionary measures and plans for continuity of services.

Situations will be continuously monitored and plans will be adjusted accordingly; furthermore, community protocols and leadership direction will take precedence.

2.0 Pre-cautionary Measures

This section describes the pre-cautionary measures in place during pandemic status (pre-outbreak). All preventative measures as suggested by the local health authorities, the World Health Organization, the Federal Government and local leadership will be followed. The health and safety of employees and community members is and will remain priority.

2.1 In Office Measures:

- a) All staff working on-site will be required to wear a face mask (cloth mask or surgical mask).
- b) Person-to-person contact and home visits with the general public are offered only to those who are deemed 'high priority clients' otherwise all other services to general public are prohibited.
- c) All person-to-person visits within the facility and/or home visits will follow specific guidelines to ensure client and staff safety. All clients will be screened the day prior to appointment along with the day of appointment. A face mask will be offered to any client coming into the facility.
- d) ****Applicable to LTC/HCC**** Any staff member who is required to do a home visit will follow specific guidelines to ensure client and staff safety. Prior to the home visit, the client is called and screened along with all people in the home. The staff member is required to wear PPE depending on type of care being provided (mask, gloves, gown, face shield for direct client care; mask and gloves if only doing home maintenance).
- e) ****Applicable to LTC/HCC**** All clients are Screened at the main entrance of the facility and offered a mask and protective booties. Only one client permitted in the building at one time. The staff delivering services wear PPE (mask, gloves, shield and gown) and change the gown, gloves and wipe down exam room between service. There will be only one client in building at each time for LTC/HCC services on-site.
- f) All client reimbursement and/or medical transportation applications are to be completed over the phone with copy of 'verification of appointment attendance' to be dropped off at main entrance of WHC.

- g) Specific procedures have been developed to support and facilitate the Indian Day School applications.
- h) Custodial staff will sanitize all office areas as scheduled and will be required to maintain a log book.
- i) The office hours to the general public, by appointment only will be from 8 am to 4 pm.

2.2 Continuity of services:

- a) Rotation of nurses will be ongoing until the return to office is at full capacity. A team of employees will work from home. Their roles may be adjusted to meet community needs. The expectation of this team is to replace the in-office team (who may be in self-isolation) should a staff member contract the COVID-19 virus.
- b) All employees who report to work in-office may have their duties and roles adjusted to address office needs, and community needs.
- c) Staff will receive training in all relevant areas so that they can cover for each other.
- d) Ongoing safety training and instructions will be provided to all staff members.
- e) Should the Health Services Director be out of the office, approval can be granted via email or text message to Melissa Roy, Executive Assistant to HSD, or to Janine Pitawanakwat, Systems Administrator.
- f) If employees are feeling sick, they must remain at home and contact management via phone or email.
- g) Mandatory transportation services will continue with staff following the Medical Transportation framework.

2.3 Communication

Notices and public announcements will be maintained by Kerry Assinewe, Media/Communications personnel with WHC. This information will be posted through our social media sites, and forwarded to the Wiikwemkoong Unceded Territory Communications Team.

3.0 Outbreak Plan

3.1 Should a Positive Case be Confirmed in the Community

Should a positive case be confirmed in the community, all measures described in 2.0 will continue. These measures may be enhanced according to direction from our local health authorities and/or band council leadership.

3.2 Should a Positive Case be Confirmed in the Office

Should a positive case be confirmed in the office, the team that was working in the office must follow instructions and protocol as prescribed by the Primary Care staff within Naandwechige Gamig Wikwemikong Health Centre. The community's designated team will complete a thorough decontamination of office space. If in-office team members must self-isolate, the team members working from home will be called in to manage the daily operations.

Diane Jacko, Nadmadwin Mental Health Manager will be in Acting Administrator capacity should Health Services Director not be available.

Appendix C – Essential Services Outbreak Plan
5.3 Wikwemikong Ontario Works

Wiikwemkoong Unceded Territory
Essential Services Outbreak Plan
In Response to COVID-19 Pandemic

Department: Wiikwemkoong Ontario Works
Prepared by: Shelley Trudeau, Ontario Works Administrator

1.0 Preamble

This document describes the plans created in response to the global COVID-19 pandemic. It addresses precautionary measures and plans for continuity of services.

Situations will be continuously monitored and plans will be adjusted accordingly; furthermore, community protocols and leadership direction will take precedence.

2.0 Pre-cautionary Measures

This section describes the pre-cautionary measures in place during pandemic status (pre-outbreak). All preventative measures as suggested by the local health authorities, the World Health Organization, the Federal Government and local leadership will be followed. The health and safety of employees and community members is and will remain priority.

2.1 In Office Measures:

- a) Person-to-person contact and home visits with the general public are prohibited, all applications are to be completed over the phone, no signatures are required on the applications.
- b) Documents will not be accepted by the general public, documents can be submitted via electronic means. If individuals do not have a means to submit documents, they may attend the OW office where a staff member will take a photo of the document through the reception glass window.
- c) Maintenance staff will sanitize all office areas as per OW policy and till record the process in the log book.
- d) The office hours to the general public will be from 9 am to 3 pm, all in-office staff must attend work from 8 am to 4 pm. Staff training, debriefing or announcements will be from 8 am to 9 am and from 3 pm to 4 pm.
- e) When the distance between employees is less than recommended by our local health authority, then masks must be worn. These can be cloth masks.

2.2 Continuity of services:

- a) A team of employees will work from home. Their roles may be adjusted to meet community needs. The expectation of this team is to replace the in-office team (who may be in self-isolation) should a staff member contract the COVID-19 virus.
- b) All employees who report to work in-office may have their duties and roles adjusted to address office needs, and community needs.
- b) Staff will receive training in all relevant areas so that they can cover for each other.

- c) Ongoing safety training and instructions will be provided to all staff members.
- d) Should the Ontario Works Administrator (OWA) be out of the office, approval can be granted via email or text message to Michelle Roy, OW Finance Officer, or to Norma-Jean Dokum, Executive Assistant to OWA.
- e) Client benefit approvals; the Caseworkers working from the office will have authority to approve applications completed by other Caseworkers. The OWA will be available to provide guidance and direction.
- f) If employees are feeling sick, they must remain at home and contact management via phone or email.
- g) Mandatory transportation services will continue with staff following the OW transportation protocol.

2.3 Communication

Notices and public announcements will be posted at our offices, on our social media sites, and forwarded to the Wiikwemkoong Unceded Territory Communications Team.

3.0 Outbreak Plan

3.1 Should a Positive Case be Confirmed in the Community

Should a positive case be confirmed in the community, all measures described in 2.0 will continue. These measures may be enhanced according to direction from our local health authorities and/or band council leadership.

3.2 Should a Positive Case be Confirmed in the Office

Should a positive case be confirmed in the office, the team that was working in the office must follow instructions and protocol as prescribed by the Wikwemikong Health Services team. The community's designated team will complete a thorough decontamination of office space. If in-office team members must self-isolate, the team members working from home will be called in to manage the daily operations.

Joseph Ominika, Manager of Social Assistance, will be in Acting Administrator capacity should Shelley Trudeau, OWA, not be available.

Appendix D – Non-Essential Services Outbreak Plan
5.4 Department of Lands and Natural Resources

Wiikwemkoong Unceded Territory
Non-Essential Services Outbreak Plan
In Response to COVID-19 Pandemic

Department: Wiikwemkoong Dept. of Lands & Natural Resources (DLNR)
Prepared by: John Manitowabi, Lands & Natural Resources Director

1.0 Preamble

This document describes the plans created in response to the global COVID-19 pandemic. It addresses precautionary measures and plans for continuity of services.

Situations will be continuously monitored and plans will be adjusted accordingly; furthermore, community protocols and leadership direction will take precedence.

2.0 Pre-cautionary Measures

This section describes the pre-cautionary measures in place during pandemic status (pre-outbreak). All preventative measures as suggested by the local health authorities, the World Health Organization, the Federal Government and local leadership will be followed. The health and safety of employees and community members is and will remain priority.

2.1 In Office Measures:

- a) Person-to-person contact and home visits with the general public are prohibited, all requests for Land, Land Transfers, Estate Administration applications will be on hold unless the land transfer/estate application is of critical importance.
- b) Documents may not be accepted by the general public, documents can be submitted via electronic means. If individuals do not have a means to submit documents, they may attend the DLNR office where a staff member will receive the document.
- c) Cleaning (contract) staff will sanitize all office areas as per contract agreement with the Wiikwemkoong Technical Services.
- d) The office hours to the general public will not be available, as the DLNR programs are not deemed essential and therefore, the office is closed to the general public. All DLNR staff will work from home or conduct field work, where it is deemed safe from direct contact with the general public.
- e) When the distance between employees is less than recommended by our local health authority, then masks must be worn. These can be cloth masks.

2.2 Continuity of services:

- a) All DLNR employees will work from home or conduct essential field work as required to fulfill existing projects/duties, as the Department of Lands & Natural Resources has been deemed non-essential.

- b) DLNR employees roles may be adjusted to meet community needs, if requested by the Director of Operations. If the request to assist in community needs is attained, the expectation is to assist the emergency pandemic team in providing emergency or delivery services. All employees may have their duties and roles adjusted to address office needs and community needs.
- b) Only employees who have requested to attend the office due to requirement to conduct work in the office, will that employee be allowed to attend the office for work, on approval from the DLNR Director.
- c) Ongoing safety training and instructions will be provided to all staff members.
- d) If employees are feeling sick, they must remain at home and contact management via phone or email. Only after the employee has received a written approval by a Local Health Official, can the employee return to the office.

2.3 Communication

Notices and public announcements will be posted at our offices, on our social media sites, and forwarded to the Wiikwemkoong Unceded Territory Communications Team.

3.0 Outbreak Plan

3.1 Should a Positive Case be Confirmed in the Community

Should a positive case be confirmed in the community, the office and any field work activities will be on hold. All DLNR staff will work/train from home. These measures may be enhanced according to direction from our local health authorities and/or band council leadership.

3.2 Should a Positive Case be Confirmed in the Office

Should a positive case be confirmed in the office, the team that was working in the office must follow instructions and protocol as prescribed by the Wikwemikong Health Services team. The community's designated team will complete a thorough decontamination of office space.

Todd Lewis, Forest Resource Inventory Program Manager, will be in Acting capacity should John Manitowabi, DLNR Director, not be available.

Appendix E – Essential Services Outbreak Plan

5.5 Wiikwemkoong Public Works

Wiikwemkoong Unceded Territory

Essential Services Outbreak Plan

In Response to COVID-19 Pandemic

Department: Wiikwemkoong Public Works
Prepared by: Norman Assiniwe, Public Works Manager

1.0 Preamble

This document describes the plans created in response to the global COVID-19 pandemic. It addresses precautionary measures and plans for continuity of services.

Situations will be continuously monitored and plans will be adjusted accordingly; furthermore, community protocols and leadership direction will take precedence.

2.0 Pre-cautionary Measures

This section describes the pre-cautionary measures in place during pandemic status (pre-Outbreak). All preventative measures as suggested by the local health authorities, the World Health Organization, the Federal Government and local leadership will be followed. The health and safety of employees and community members is and will remain priority.

2.1 In Office Measures:

- a) Person-to-person contact with the general public are prohibited, all inquiries are to be completed over the phone. (705-859-3122)
- c) Maintenance staff will sanitize all office areas.
- d) The office hours are from 8 am to 4 pm.
- e) When the distance between employees is less than recommended by our local health authority, then masks must be worn.

2.2 Public Work Garage Measures:

- a) Person-to-person contact with the general public are prohibited, all inquiries are to be completed over the phone. (705-859-2366)
- c) Staff will sanitize all common areas.
- d) The Garage hours are from 7 am to 3:30 pm.
- e) When the distance between employees is less than recommended by our local health authority, then masks must be worn.

2.3 Transfer Station:

- a) Person-to-person contact with the general public are prohibited, all inquiries are to be completed over the phone. (705-859-2366)
- c) Staff will sanitize all office areas.
- d) Transfer Station operation hours are from 9 am to 5 pm, Tuesday to Friday. 8 am to 4 pm on Saturdays.
- e) Transfer Station public hours are from 11 am to 5 pm, Tuesday to Friday and 8 am to 1 pm Saturdays.

- e) When the distance between employees is less than recommended by our local health authority, then masks must be worn.

2.4 Continuity of services:

- a) All employees may have their duties and roles adjusted to address community needs.
- b) Water Delivery and Road Maintenance staff are currently trained in all relevant areas so that they can cover for each other.
- c) Ongoing safety training and instructions will be provided to all staff members.
- d) If employees are feeling sick, they must remain at home and contact management via phone or email.

2.3 Communication

Notices and public announcements will be posted at our offices, on our social media sites, and forwarded to the Wiikwemkoong Unceded Territory Communications Team.

3.0 Outbreak Plan

3.1 Should a Positive Case be Confirmed in the Community

Should a positive case be confirmed in the community, all measures described in 2.0 will continue. These measures may be enhanced according to direction from our local health authorities and/or band council leadership.

3.2 Should a Positive Case be Confirmed within Public Works

Should a positive case be confirmed in a Public Works Road Maintenance Worker, the community's designated team will complete a thorough decontamination the Garage, Work Vehicles and Equipment. Employees working in close contact to the individual must follow instructions and protocol as prescribed by the Wikwemikong Health Services team. The employee must self-isolate.

Should a positive case be confirmed in a Public Works Water Delivery Worker, the community's designated team will complete a thorough decontamination of the Water Delivery Vehicles and Equipment. Employees working in close contact to the individual must follow instructions and protocol as prescribed by the Wikwemikong Health Services team. The employee must self-isolate. The Public Works Road Maintenance employees will fill in for any and all of the Water Delivery Workers that are unable to work.

Should an outbreak cause a majority of employees not being able to attend work, a contractor will be hired to fill in for the Water Delivery program.

In the event that Norman Assiniwe, Public Works Manager is unable to manage daily operations. Ronald Rivers, Road Maintenance, will be in Acting Manager in the Road Maintenance area of Public Works and Tim Recollet, Water Delivery Lead will be Acting Manager in the Water Delivery Department.

Appendix F – Essential Services Outbreak Plan
5.6 Wikwemkoong Board of Education

Wiikwemkoong Unceded Territory
WBE Outbreak Plan
In Response to COVID-19 Pandemic

Department: Wiikwemkoong Board of Education
Prepared by: Fay Zoccole, Education Director

1.0 Preamble

This document describes the plans created in response to the global COVID-19 pandemic. It addresses precautionary measures and plans for continuity of services.

Situations will be continuously monitored, and plans will be adjusted accordingly; furthermore, community protocols and leadership direction will take precedence.

2.0 COVID-19 Outbreak Definition

A COVID-19 (also known as coronavirus 2019) outbreak in Wiikwemkoong is defined as a single positive case in any of the following situations:

- i) In the Wikwemikong Nursing Home, or
- ii) In a place of business, or
- iii) In a family household.

3.0 Risk of An Outbreak

The risk of an outbreak remains possible as long as there is no vaccine. The true extent on the possible effects on our community remains unknown as the virus affects people in different ways.

4.0 Immediate Outbreak Control Measures

The Wiikwemkoong Board of Education will close its doors for in-class learning. Students will attend remote learning from their homes.

5.0 Precautionary Measures

This section describes the pre-cautionary measures in place during pandemic status (pre-Outbreak). All preventative measures as suggested by the Wiikwemkoong Health Clinic, Public Health Agency, World Health Organization, Ontario Ministry of Education, Province of Ontario, Federal Government and local leadership will be followed. The health and safety of employees and community members is and will remain priority.

5.1 Hub Center

- All Staff and children are to have a daily Health Assessment twice a day

- Enhanced Hand-Washing and Sanitization
- Monitor children that are sick
- Staff will use Line Listing Form to track illness for children
- Promote physical distancing, increase ventilation, create physical barriers between employees when physical distancing is not possible, etc.,
- Enhanced cleaning and Sanitization of the building
- No staff/children will be permitted to Hub Center if they have any symptoms such as a running nose, temperature, cough, vomiting and generally not feeling well
- Children/staff who have travelled and/or families have travelled outside of the Sudbury/Manitoulin District are required to self-isolate for 2 weeks before coming to the Hub Center
- Children/staff that have swab tests are required to isolate with families 2 weeks after swab
- Children/staff who have traveled outside of Canada are required to quarantine with families for 2 weeks before returning back to the Hub Center
- Staff/Children/Families will use self-monitoring, Self-isolating and Quarantine Measures when necessary
- PPE will be provided to Staff at work
- Staff Room will not be accessible during COVID-19 Pandemic
- Staff will wear masks at work.

5.2 School Measures:

- All Staff and students are to have a daily Health Assessment
- Parents will complete Student Health Assessment online prior to sending child to school
- Promote physical distancing, increase ventilation, create physical barriers between employees when physical distancing is not possible, etc.,
- Enhanced Hand Washing and Sanitization
- Staff will use Line Listing Form to track student illness
- Monitor children that are sick
- Enhanced cleaning and Sanitization of building
- No staff/children will be permitted in the schools if they have any symptoms such as a running nose, temperature, cough, vomiting and generally not feeling well
- Children/staff who have travelled and/or families have travelled outside of the Sudbury/Manitoulin District are required to self-isolate for 2 weeks before coming to the Hub Center
- Children/staff that have swab tests are required to isolate with families 2 weeks after swab
- Children/staff who have traveled outside of Canada are required to quarantine with families for 2 weeks
- Staff rooms will not be accessible during the COVID-19 Pandemic
- PPE will be provide for the workplace and classrooms
- Staff will wear masks at work.

5.3 WBE Admin Office Measures:

- Self-Screening Tool for Health Assessment
- Enhance Hand Washing and Hand Sanitizer will be available, Social Distancing, Clean and disinfect frequently touched surfaces
- Promote physical distancing, increase ventilation, create physical barriers between employees when physical distancing is not possible, etc.,
- No staff will be permitted in the workplace if they have any cold/flu like symptoms
- Enhanced cleaning and Sanitization of office spaces
- Staff who traveled outside of permittable places as per Chief and Council will need to self-isolate for 14 days before returning to work
- Prepare for office staff illness, absences and/or quarantine.
- Staff who have been swabbed will be required to self-isolate
- Staff who travel outside of Canada are required to quarantine after 2 weeks of arrival
- Staff will be supplied with PPE
- Staff will wear face masks at work

3. Outbreak Plan

3.1 Community

Should a positive case be confirmed in the community, all measures described in 5.0 will continue. These measures may be enhanced according to direction from our local health authorities and/or band council leadership.

3.2 Communication

- Ogemah and Council will announce to community of a confirmed positive case.
- The Education Director or designate will: (within 30 minutes)
 - Take charge
 - Gather facts
 - Consider options to ensure the safety of students/children, staff and families.
 - Communicate with Staff, families and students
 - Brief the Director of Operations and Portfolio Holders
 - Work with the Communications Officer to release information regarding School Closures and staff expectations.
 - Send a letters to staff, students and families RE: School Closure

Continuity of Educational Services:

- Children from Hub Center will be home with parents/care givers
- Students from Kindergarten to Grade 12 will continue with learning remotely at home
- Students/Staff will be provided with laptops or tablets to work from home.
- The WBE will be understanding towards students and families during this challenging

- Junior and Pontiac Schools: Focus on Literacy, Math and Anishinawbemowin. Teachers will use different methods that inspires learning at home with their families through collaborative learning and project-based learning etc.,
- The amount of time for student learning at home will be as follows:
 - Kindergarten: 20 to 30 minutes per day
 - Grade 1 to 3: 20 to 30 minutes per day
 - Grade 4 to 6: 30 to 45 minutes per day
 - Grade 7 to 8: 40 to 75 minutes per day
 - High School: 3 to 5 hours per day
- Teacher marking/feedback and student evaluation will continue as students learn from home
- Vouchers for Student Nutrition will be sent home for families for support
- Staff and WBE Resources such as staff and/or buildings, etc., may be expected for reassignment to different roles/places to meet the need of Wiikwemkoong during a Declared Emergency.
- WBE Admin Team will be assigned to work from home.
- Safety Measures will remain in place at the WBE Admin Office
- Maintenance will complete walk throughs once a week in all WBE Buildings
- The WBE will adhere to Check Point expectations point in place by Chief and Council

3.3 Follow-up

- Public Health may issue an advisory regarding the status of the Covid 19 pandemic which leads the WBE to reopen a school(s) and Hub Center.
- Chief and Council will direct schools and Hub Center to re-open when safe to do so.
- The Ministry of Education permits re-opening of schools and daycares during a Provincial State of Emergency
- The Education Director or designate will continue to update families, staff and students on status of school and Hub Center closures.

Appendix G – Essential Services Outbreak Plan
5.7 Wiikwemkoong Prevention Services

Wiikwemkoong Unceded Territory
Essential Services Outbreak Plan
In Response to COVID-19 Pandemic

Department: Wiikwemkoong Prevention Services
Prepared by: Barbara Peltier, Prevention Services Manager

1.0 Preamble

This document describes the plans created in response to the global COVID-19 pandemic. It addresses precautionary measures and plans for continuity of services.

Situations will be continuously monitored and plans will be adjusted accordingly; furthermore, community protocols and leadership direction will take precedence.

2.0 Pre-cautionary Measures

This section describes the pre-cautionary measures in place during pandemic status (pre-outbreak). All preventative measures as suggested by the local health authorities, the World Health Organization, the Federal Government and local leadership will be followed. The health and safety of employees and community members is and will remain priority.

2.1 In Office Measures:

- a) Person-to-person contact and home visits with the general public are prohibited, all applications are to be completed over the phone, no signatures are required on the applications.
- b) Documents will not be accepted by the general public, documents can be submitted via electronic means. If individuals do not have a means to submit documents, they may attend the WUT Band Office where a staff member will take a photo of the document through the reception glass window.
- c) Maintenance staff will sanitize all office areas as per WUT policy and record the process in the log book.
- d) The office hours to the general public will be from 9 am to 3 pm, all in-office staff must attend work from 8 am to 4 pm. Staff training, debriefing or announcements will be from 8 am to 9 am and from 3 pm to 4 pm.
- e) When the distance between employees is less than recommended by our local health authority, then masks must be worn. These can be cloth masks.

2.2 Continuity of services:

- a) A team of employees will work from home. Their roles may be adjusted to meet community needs. The expectation of this team is to replace the in-office team (who may be in self-isolation) should a staff member contract the COVID-19 virus.
- b) All employees who report to work in-office may have their duties and roles adjusted to address office needs, and community needs.

- c) Staff will receive training in all relevant areas so that they can cover for each other.
- d) Ongoing safety training and instructions will be provided to all staff members.
- e) Should the Prevention Services Manager be out of the office, approval can be granted via email or text message to Joanna Pheasant, Family Intervention Worker, or to Robert Sutherland, Family Support Worker.
- f) Client benefit approvals; the Frontline working from the office will have authority to approve applications completed by other Frontline Workers. The Prevention Services will be available to provide guidance and direction.
- g) If employees are feeling sick, they must remain at home and contact management via phone or email.
- h) Mandatory transportation services will continue with staff following the WUT transportation policy and protocol.

2.3 Communication

Notices and public announcements will be posted at our offices, on our social media sites, and forwarded to the Wiikwemkoong Unceded Territory Communications Team.

3.0 Outbreak Plan

3.1 Should a Positive Case be Confirmed in the Community

Should a positive case be confirmed in the community, all measures described in 2.0 will continue. These measures may be enhanced according to direction from our local health authorities and/or band council leadership.

3.2 Should a Positive Case be Confirmed in the Office

Should a positive case be confirmed in the office, the team that was working in the office must follow instructions and protocol as prescribed by the Wikwemikong Health Services team. The community's designated team will complete a thorough decontamination of office space. If in-office team members must self-isolate, the team members working from home will be called in to manage the daily operations.

Joanna Pheasant, Family Intervention Worker, will be in Acting Manager capacity should Barbara Peltier, Prevention Services Manager, not be available.

Appendix H – Essential Services Outbreak Plan
5.8 Wiikwemkoong Fire Protection

Wiikwemkoong Unceded Territory
Essential Services Outbreak Plan
In Response to COVID-19 Pandemic

Department: Wiikwemkoong Fire Protection
Prepared by: Bernie Brant, Fire Chief

1.0 Preamble

This document describes the plans created in response to the global COVID-19 pandemic. It addresses precautionary measures and plans for continuity of services.

Situations will be continuously monitored and plans will be adjusted accordingly; furthermore, community protocols and leadership direction will take precedence.

2.0 Pre-cautionary Measures

This section describes the pre-cautionary measures in place during pandemic status (pre-outbreak). All preventative measures as suggested by the local health authorities, the World Health Organization, the Federal Government and local leadership will be followed. The health and safety of employees and community members is and will remain priority.

2.1 In Office & Fire Station Measures:

- a) Person-to-person contact with the general public are prohibited, all inquiries are to be completed over the phone. (705-859-2011) or berniebrant@wiikwemkoong.ca or firechief@wutfire.ca
- b) With the Exception of Emergency 911 Calls for Service-Person to person contact with volunteer emergency responders will be limited to daily Training/Practice schedules (maximum of 5 in attendance per day)

With the Exception of Emergency 911 Calls for Service-Weekend Standby Responders (maximum of 4 per weekend) providing equipment maintenance checks and sanitizing as required.

With the Exception of Emergency 911 Calls for Service-Volunteer Emergency Responders have limited access to fire stations for only training/practice participation, weekend standby/maintenance, and personal PPE firefighter gear and radio communication checks.
- c) Sanitizing will also be provided as required by Fire Chief on a daily basis.
- d) The office hours are from 8 am to 4 pm. Training/Practice is provided (Monday to Thursday from 4pm-6pm daily)

- e) Masks, Gloves and hand sanitizing stations are provided in fire stations and fire vehicles in addition to firefighter PPE emergency responder equipment.

2.2 Continuity of services:

- a) Staff (Fire Chief) Services will be maintained and provided on a day to day basis.
- b) Volunteer Emergency Responders train on a weekly basis in relevant areas so that they can respond to 911 emergencies as a team.

With the Exception of- Licenced DZ Fire Vehicle Drivers are limited and not always available.

- c) If volunteer emergency responders are feeling sick, they are requested to contact the Fire Chief via phone or email and remain away from Wiikwemkoong Fire Protection.

2.3 Communication

Notices and public announcements will be posted at our offices, on our social media sites, and forwarded to the Wiikwemkoong Unceded Territory Communications Team.

3.0 Outbreak Plan

3.1 Should a Positive Case be Confirmed in the Community

Should a positive case be confirmed in the community, all measures described in 2.0 will continue. These measures may be enhanced according to direction from our local health authorities and/or band council leadership.

3.2 Should a Positive Case be Confirmed within Wiikwemkoong Fire Protection:

Should a positive case be confirmed within the staff member or within one or more of the volunteer emergency responders, the community's designated team will complete a thorough decontamination the Fire Stations, Emergency Fire Vehicles and Equipment.

Staff person or Volunteer Emergency Responders working in close contact to the individual must follow instructions and protocol as prescribed by the Wikwemikong Health Services team. The employee or Volunteer Emergency Responder must self-isolate.

Should an outbreak create limited available volunteer fire emergency responders, the Manitoulin Mutual Aid Fire Group will be requested to assist with allowances from the coordinator and their Municipal Offices.

Note: Priority of emergency services will be their designated municipal areas.

In the event that Bernie Brant-Fire Chief, is unable to manage daily operations from fire station office, management will be provided from personal residence via email & cell. Emergency 911 Fire Services will continue on a day to day basis. In the event of a complete failure (all infected), emergency assistance will be then requested from the Manitoulin Mutual Aid Fire Group and ISC.

Appendix I – Essential Services Outbreak Plan
5.9 Wiikwemkoong Rental Property Management/Housing

Wiikwemkoong Unceded Territory
Essential Services Outbreak Plan
COVID-19 Pandemic

Department: Rental Property Management/Housing

Prepared by: Brian Assinewai, RPM/Housing Manager

1.0 Introduction

This document describes the plans created in response to the global COVID-19 pandemic. It addresses precautionary measures and plans for continuity of services.

Situations will be continuously monitored and plans will be adjusted accordingly; furthermore, community protocols and leadership direction will take precedence.

2.0 Preventative Measures

All preventative measures as suggested by the local health authorities, the World Health Organization, the Federal Government and local leadership will be followed. The health and safety of employees and community members is and will remain priority.

2.1 Rental Property Office:

- Person-to-person contact with the public are limited, all inquiries are to be completed over the phone. (705-859-3163)
- All maintenance work orders/after hours calls have the Covid-19 screening questions.
- All payments to be made at the account receivable office of the WUT Administration building.
- Sanitizing all office areas.
- The office hours are from 8 am to 4 pm.
- When the distance between employees is less than recommended by our local health authority, then masks (cloth/surgical) must be worn.

2.2 Housing Office:

- Person-to-person contact with the public are prohibited, all inquiries are to be completed over the phone. (705-859-3122)
- All construction projects that involves work to the interior of an occupied unit is on hold. (RRAP)
- Exterior work will continue provided physical distancing measures are met.
- Emergency repairs. i.e. roof leaks, plumbing, electrical will continue, provided the homeowner answers all Covid-19 screening questions.
- WUT Administration maintenance staff will sanitize all common areas.
- The hours are from 8:00 am to 4:00 pm.

Created: June 2, 2020

Revised: June 8, 2020

- When the distance between employees is less than recommended by our local health authority, then masks (cloth/surgical) must be worn.

2.3 Continuity of services:

- All employees have their duties and roles adjusted (working from home) to address community needs.
- If employees are feeling sick, they must remain at home and contact management via phone or email.

2.4 Communications

Notices and public announcements will be posted at our offices, on our social media sites, and forwarded to the Wiikwemkoong Unceded Territory Communications Team.

3.0 Outbreak Plan

3.1 Positive Case Confirmed in the Community

Should a positive case be confirmed in the community, all preventive measures will continue. These measures may be enhanced according to direction from our local health authorities and/or band council leadership.

3.2 Positive Case Confirmed within Rental Property Management/Housing offices

- Should a positive case be confirmed in the Rental Property/Housing department, the community's designated team will be informed and complete a thorough decontamination of the affected office.
- Employees working in close contact to the individual must follow instructions and protocols as prescribed by the Wikwemikong Health Services team. (Self Isolation) (Quarantine)
- This may involve the closing of the affected office for 14 Days.
- Rental Property Maintenance will take work order calls as prescribed as after-hours emergency requests, during this period.
- All housing construction will be on hold for the 14-day period.
- If the Rental Property/Housing Manager is unable to manage daily operations.
- Daniel Wassengesso, will be designated the A/Rental Property Manager.
- Linda Eshkawkogan will be designated the A/Housing Director (Or at the discretion of the Director of Operations to fill this role)

Appendix J – Essential Services Outbreak Plan
5.10 Wiikwemkoong Arena

Wiikwemkoong Unceded Territory
Essential Services Outbreak Plan
In Response to COVID-19 Pandemic

Department: Wiikwemkoong Arena
Prepared by: Mike Wabano, Arena Manager

1.0 Preamble

This document describes the plans created in response to the global COVID-19 pandemic. It addresses precautionary measures and plans for continuity of services.

Situations will be continuously monitored and plans will be adjusted accordingly; furthermore, community protocols and leadership direction will take precedence.

2.0 Pre-cautionary Measures

This section describes the pre-cautionary measures in place during pandemic status (pre-outbreak). All preventative measures as suggested by the local health authorities, the World Health Organization, the Federal Government and local leadership will be followed. The health and safety of employees and community members is and will remain priority.

2.1 In Office Measures:

- a) Person-to-person contact with the general public are minimal, all inquiries when possible are to be completed over the phone if possible. (705-859-3142)
- b) Arena Manager & Maintenance staff will clean all office areas.
- c) The office hours are from 8 am to 4:30 pm.
- d) When the distance between employees is less than recommended by our local health authority, then masks must be worn.

2.2 Common Areas:

- a) Person-to-person contact with the general public is minimal, all inquiries are to be completed over the phone if possible. (705-859-3142)
- b) Staff will sanitize/wipe down all common areas lobby/bathroom.
- c) The Arena hours are from 8 am to 4:30 pm.
- d) When the distance between employees is less than recommended by our local health authority, then masks must be worn.

2.3 Beef/Chicken Sales:

- a) One person at the counter at a time, social distancing 6 feet apart
- b) Staff will sanitize all office areas.
- c) Beef/Chicken Sales operation hours are from 1 pm to 4 pm, Monday to Friday.
- d) When the distance between employees and customers is less than recommended by our local health authority, then masks must be worn.

- e) Should a positive case be confirmed in the community, orders will be taken for curbside pickup, debit payment only with "Tap"

2.4 Alcohol Services:

- a) One person in Main entrance; at the counter at a time
- b) Staff will sanitize/clean door handles & table top areas.
- c) Alcohol Sales hours are from 10 am to 11 am, Tuesday to Saturday.
- d) When the distance between employees and customers is less than recommended by our local health authority, then masks must be worn.
- e) Should a positive case be confirmed in the community, orders will be taken for curbside pickup, debit payment only with "Tap"

2.5 Continuity of Service

- a) All employees may have their duties and roles adjusted to address community needs.
- b) Currently the facility is being used as a storage area for various products and services, this will continue.
- c) Only Prevention staff persons and delivery persons to access their items, no community members.
- d) If employees are feeling sick, they must remain at home and contact management via phone or email.

2.6 Communication

Notices and public announcements will be posted at our offices, on our social media sites, and forwarded to the Wiikwemkoong Unceded Territory Communications Team.

3.0 Outbreak Plan

3.1 Should a Positive Case be Confirmed in the Community

Should a positive case be confirmed in the community, all measures described in 2.0 will continue. These measures may be enhanced according to direction from our local health authorities and/or band council leadership.

3.2 Should a Positive Case be Confirmed within The Arena

Should a positive case be confirmed with an Arena staff, the community's designated team will complete a thorough decontamination of the Arena and its Equipment. Employees working in close contact to the individual must follow instructions and protocol as prescribed by the Wikwemikong Health Services team. The employee must self-isolate, any remaining Arena staff will assume the regular duties within the facility.

Should an outbreak cause a majority of employees not being able to attend work, the facility will remain accessible at the direction of the Director of Operations.

In the event that Mike Wabano, Arena Manager is unable to manage daily operations. Kevin Wassegijig, Director of Operations, will be in Acting Manager. Gerard Baibomcawai, will become Lead within the operations of the facility under the direction of the Director of Operations.

Appendix K – Essential Services Outbreak Plan
5.11 Nadmadwin Mental Health Clinic

Wiikwemkoong Unceded Territory
Essential Services Outbreak Plan
In Response to COVID-19 Pandemic

Department: Nadmadwin Mental Health Clinic
Naandwechige Gamig Wikwemikong Health Centre
Prepared by: Mental Health Manager

1.0 Preamble

This document describes the plans created in response to the global COVID-19 pandemic. It addresses precautionary measures and plans for continuity of services.

Situations will be continuously monitored and plans will be adjusted accordingly; furthermore, community protocols and leadership direction will take precedence.

2.0 Pre-cautionary Measures

This section describes the pre-cautionary measures in place during pandemic status (pre-outbreak). All preventative measures as suggested by the local health authorities, the World Health Organization, the Federal Government and local leadership will be followed. The health and safety of employees and community members is and will remain priority.

2.1 In Office Measures:

- a) All staff working on-site will be required to wear a face mask (cloth mask or surgical mask).
- b) Person-to-person contact and home visits with the general public are offered only to those who are deemed 'high priority clients' otherwise all other services to general public are prohibited.
- c) All person-to-person visits within the facility and/or home visits will follow specific guidelines to ensure client and staff safety. All clients will be screened the day prior to appointment along with the day of appointment. A face mask will be offered to any client coming into the facility.
- d) Any staff member who is required to do a home visit will follow specific guidelines to ensure client and staff safety. Prior to the home visit, the client is called and screened along with all people in the home. The staff member is required to wear PPE depending on type of care being provided (mask, gloves, gown, face shield for direct client care; mask and gloves if only doing home maintenance).
- e) All clients are Screened at the main entrance of the facility and offered a mask and protective booties. Only one client permitted in the building at one time. The staff delivering services wear PPE (mask, gloves, shield and gown) and change the gown, gloves and wipe down exam room between service. There will be only one client in the mental health department on-site.

- f) Specific procedures have been developed to support and facilitate the Indian Day School applications.
- g) The office hours to the general public, by appointment only will be from 8 am to 4 pm.

2.2 Continuity of services:

- a) Rotation of staff will be ongoing until the return to office is at full capacity. A team of employees will work from home. Their roles may be adjusted to meet community needs. The expectation of this team is to replace the in-office team (who may be in self-isolation) should a staff member contract the COVID-19 virus.
- b) All employees who report to work in-office may have their duties and roles adjusted to address office needs, and community needs.
- c) Staff will receive training in all relevant areas so that they can cover for each other.
- d) Ongoing safety training and instructions will be provided to all staff members.
- e) Should the Mental Health Manager be out of the office, approval can be granted via email or text message to Health Services Director, Mary Jo Wabano or Melissa Roy, Executive Assistant to HSD.
- f) If employees are feeling sick, they must remain at home and contact management via phone or email.

2.3 Communication

Notices and public announcements will be maintained by Kerry Assinewe, Media/Communications personnel with WHC. This information will be posted through our social media sites, and forwarded to the Wiikwemkoong Unceded Territory Communications Team.

3.0 Outbreak Plan

3.1 Should a Positive Case be Confirmed in the Community

Should a positive case be confirmed in the community, all measures described in 2.0 will continue. These measures may be enhanced according to direction from our local health authorities and/or band council leadership.

3.2 Should a Positive Case be Confirmed in the Office

Should a positive case be confirmed in the office, the team that was working in the office must follow instructions and protocol as prescribed by the Primary Care staff within Naandwechige Gamig Wikwemikong Health Centre. The community's designated team will complete a thorough decontamination of office space. If in-office team members must self-isolate, the team members working from home will be called in to manage the daily operations.

Sheri Wabanosse, Nadmadwin Mental Health Clinician will be in Acting Manager capacity should Mental Health Manager not be available.

Serenity Sandford, Crisis Coordinator, will activate Mnídoo Mníising First Nations Mental Wellness Crisis Response Team should Nadmadwin mental health clinic not be available to respond

MChigeeng Mental health department will be called in to assist if both Nadmadwin mental health clinic and the Mnidoo Mnising First Nations Mental Wellness Crisis Response Team are not available

Other important facts:

Since 2009, Nadmadwin Mental Health Clinic has trained and/or coordinated training for community members in:

Mental Health First Aid Canada	450 community members
Applied Suicide Intervention Skills training	450 community members
Violence Threat Risk Assessment	300 community members

Appendix L – Essential Services Outbreak Plan
5.12 Wikwemikong Heritage Organization

Wiikwemkoong Unceded Territory
Essential Services Outbreak Plan
In Response to COVID-19 Pandemic

Department: **Wiikwemkoong Heritage Organization**
2370 Wikwemikong Way

1.0 Preamble

This document describes the plans created in response to the global COVID-19 pandemic. It addresses precautionary measures and plans for continuity of services.

Situations will be continuously monitored and plans will be adjusted accordingly; furthermore, community protocols and leadership direction will take precedence.

2.0 Pre-cautionary Measures

This section describes the pre-cautionary measures in place during pandemic status (pre-outbreak). All preventative measures as suggested by the local health authorities, the World Health Organization, the Federal Government and local leadership will be followed. The health and safety of employees and community members is and will remain priority.

2.1 In Office Measures:

- a) Person-to-person contact and home visits with the general public are prohibited, all community dealings are to be completed over the phone or via email or messaging.
- b) Documents will not be accepted by the general public, documents can be submitted via electronic means. If individuals do not have a means to submit documents, they may contact WHO staff member to determine alternative means of submitting documents.
- c) W.H.O. staff will sanitize all office areas daily as per policy and will record the process in the log book. (pending maintenance staff contract)
- d) The office hours to the general public will be from 10 am to 2 pm, all in-office staff must attend work from 8 am to 4 pm. Staff training, debriefing or announcements will be from 8 am to 10 am and from 2 pm to 4 pm.
- e) When the distance between employees is less than recommended by our local health authority, then masks must be worn. These can be cloth masks.

2.2 Continuity of services:

- a) A team of employees will work from home on a staggered basis. Their roles may be adjusted to meet community needs. The expectation of this team is to replace the in-office team (who may be in self-isolation) should a staff member contract or be in contract with the COVID-19 virus.
- b) All employees will have a readjustment of their office space to ensure physical distancing within the building.

- c) All employees will ensure a clean desk area to allow for access for cleaning and sanitizing the building and work spaces.
- d) All employees who report to work in-office may have their duties and roles adjusted to address office needs, and community needs.
- e) Staff will receive training in all relevant areas so that they can cover for each other.
- f) Ongoing safety training and instructions will be provided to all staff members.
- g) Should the Wikwemikong Heritage Organization Program Manager be out of the office, approval can be granted via email or text message. In the event that Program Manager is uncontactable, approval can be made with Brian Peltier, Cultural Programmer.
- h) If employees are feeling sick, they must remain at home and contact management via phone or email.

2.3 Communication

Notices and public announcements will be posted at our offices, on our social media sites, and forwarded to the Wiikwemkoong Unceded Territory Communications Team.

3.0 Outbreak Plan

3.1 Should a Positive Case be Confirmed in the Community

Should a positive case be confirmed in the community, all measures described in 2.0 will continue. These measures may be enhanced according to direction from our local health authorities and/or band council leadership.

3.2 Should a Positive Case be Confirmed in the Office

Should a positive case be confirmed in the office, the team that was working in the office must follow instructions and protocol as prescribed by the Wikwemikong Health Services team. The community's designated team will complete a thorough decontamination of office space. If in-office team members must self-isolate, the team members working from home will be called in to manage the daily operations. .

Wiikwemkoong Unceded Territory
Essential Services Outbreak Plan
In Response to COVID-19 Pandemic

Team: **Pandemic Response Communications Team**
Wiikwemkoong Unceded Territory

Prepared by Mandy Richard, Pandemic Communications Team Lead

1.0 Preamble

This document describes the plans created in response to the global COVID-19 pandemic. It addresses precautionary measures and plans for continuity of services in Communications. The Pandemic Response Communications Team is comprised of communications experts and advisors from various departments in Wiikwemkoong Unceded Territory to implement the Pandemic Communications Plan for the duration of the Pandemic.

Situations will be continuously monitored, and plans will be adjusted; accordingly, furthermore, community protocols and leadership direction will be adhered to.

2.0 Pre-cautionary Measures

This section describes the pre-cautionary measures in place during pandemic status (pre-outbreak). All preventative measures as suggested by the local health authorities, the World Health Organization, the Federal Government, and local leadership will be followed. The health and safety of employees and community members is and will remain priority.

2.1 In Office Measures:

- a) All team members working in their respective office areas will abide by the rules and procedures laid out in their department's outbreak plan. This can include the requirement to wear a face mask (cloth mask or surgical mask) if they are not able to maintain physical distancing (2 metres apart).
- b) All team members will be vigilant in maintaining physical distancing, hand hygiene and all recommendations from health professionals when in office settings.
- c) Maintenance staff will sanitize all workspace areas (if team member is working within their own office space)
- d) Person-to-person contact can be offered when it relates to preparing communications (ie. Video), however, in a situation where in-person contact is required, it is required that the team members maintain physical

distancing and wear a mask when they are not able to maintain that distance.

2.2 Out of Office Measures:

- a) The Communications Team can perform their duties at home. Exceptions must be made when team members need to access services within office settings (accessing the printers) or when team members need to leave their home to gather and produce communications content.
- b) Access to Zoom Conferencing and other technological tools are strongly recommended
- c) Person-to-person contact can be offered when it relates to preparing communications (ie. Video), however, in a situation where in-person contact is required, it is required that the team members maintain physical distancing and wear a mask when they are not able to maintain that distance.

2.3 Continuity of Services:

- a) Services will continue as team members are capable to work from their home, until the return to office is at full capacity. The expectation of the team is to continue services conducive to individual organizational communications responsibilities, in addition to pandemic-related communications.
- b) Team members who report to work in-office may have their duties and roles adjusted to address their specific department's office needs, and the overall community needs.
- c) Should the Communications Team Lead be out of the office, approval can be granted via email or text message to Director of Operations.
- f) If team members are feeling sick, they must remain at home and contact their management, and the Team via phone or email.

2.4 Communication

Notices and public announcements will be maintained by the Pandemic Communications Team Lead through the partnership of the Team. This information is compiled through the collaboration of the Pandemic Response Communications Team and shared through all possible online, social media, electronic, audio, video and hardcopy communications mechanisms available.

3.0 Outbreak Plan

3.1 Should a Positive Case be Confirmed in the Community

If a positive Covid-19 case is confirmed in the community, all measures described in 2.0 will continue. These measures may be enhanced according to direction from our local health authorities and/or band council leadership.

3.2 Should a Positive Case be Confirmed Within the Team

If a team member contracts the COVID-19 virus and was working within office settings, they must follow instructions and protocols as prescribed by Naandwechige Gamig Wikwemikong Health Centre, and rules and procedures outlined in their respective departments. The community's designated team will complete a thorough decontamination of office space.

If a team member contracts the COVID-19 virus and are working from home, they must abide by the protocol outline by Naandwechige Gamig Wikwemikong Health Centre and Public Health Sudbury District. If a team member has a positive test result, and are feeling too ill to complete their duties, re-assigning pandemic-specific communications duties will occur.

Naandwechige Gamig Wikwemikong Health Centre Media and Communications will be in Acting Communications Lead capacity should Pandemic Communications Lead not be available.

Ngwaagan Gamig Recovery Centre Inc.

Pandemic Response Plan

In Response to COVID-19 Pandemic

Department: Ngwaagan Gamig Recovery Centre Inc.
Prepared by: Executive Director

1.0 Preamble

This document describes the plans created in response to the global COVID-19 pandemic. It addresses precautionary measures and plans for continuity of services, and plan in case of outbreak.

Situations will be continuously monitored and plans will be adjusted accordingly; furthermore, community protocols and leadership direction will take precedence.

2.0 Pre-cautionary Measures

This section describes the pre-cautionary measures in place during pandemic status (pre-outbreak). All preventative measures as suggested by the local health authorities, the World Health Organization, the Federal Government and local leadership will be followed. The health and safety of employees and community members is and will remain priority. As deemed a non-essential services, face to face and in-person services will be temporarily discontinued until safe to resume. Services to clients and for programming will be conducted over the telephone, teleconference, zoom or other webbased medium.

The residence building will be repurposed as a self-isolation site as needed for Wikwemikong.

2.1 In Office Measures:

- a) As many staff as possible will be required to work from home. An assessment of their individual circumstance will be assessed and as much support as possible through equipment, supplies, materials will be provided.
- b) At times, staff will be required to attend at the office and those who will be required working on-site will be required to wear a face mask (cloth mask or surgical mask), and adhere to safety guidelines such as physical distancing and infecting common touch areas.
- c) Person-to-person contact and home visits with the general public are offered only to those who are deemed 'high priority clients' otherwise all other services to general public are prohibited. Staff transporting clients will require to adhere to safety protocols ie staff wearing ppe, client required to wear a mask.

2.2 Continuity of services:

- a) Client service is a priority and will be conducted over the telephone or as the client consents video call.
- b) staff may be reassigned to other duties to assist the Wikwemikong community as needed.

- c) Staff will receive training in all relevant areas so that they can cover for each other.
- d) Ongoing safety training and instructions will be provided to all staff members. Services delivery models such as an online treatment program will be developed and offered to clients screened as suitable for this type of services.
- e) Daily reports shall be sent to the Executive Director via email and reasonable amount of communication on tasks and duties is expected to be shared.
- f) If employees are feeling sick, they must remain at home and contact management via phone or email.

2.3 Communication

Notices on services available and public announcements will be posted to the Ngwaagan Gamig Recovery Centre Inc. website and facebook site as well as forwarded to the communications process of the community.

3.0 Re-opening phase

3.1 Period 1

While continuing virtual and telephone service, the first step in reopening will be have some community based and administrative staff return to work ensuring there are no shared offices. Staggered shifts and parttime in office/parttime work at home schedules will be prepared. All inperson services will be following the health and preventative guidelines.

Period 2

Treatment staff may return to office to continue hosting the online treatment program until such time it is deemed safe to have community clients in residence. At a later date, consideration for clients from elsewhere in the region may be considered.

Period 3

All staff can return to office on a fulltime basis when it is safe to do so.

Outbreak Plan

3.2 Should a Positive Case Be Confirmed in the Centre

Should a positive case be confirmed in the centre, all measures described in 2.0 will continue. These measures may be enhanced according to direction from our local health authorities and/or band council leadership.

3.3 Should a Positive Case Be Confirmed in the Office

Should a positive case be confirmed in the office, the team that was working in the office must follow instructions and protocol as prescribed by the Naandwechige Gamig Wikwemikong Health Centre. The community's designated team will complete a thorough decontamination of office space. If in-office team members must self-isolate, the team members working from home will be called in to manage the daily operations.

Appendix O – Essential Services Outbreak Plan
5.15 Wikwemikong Tribal Police Services

Attached as a separate document.

Appendix P – 5.16 Wellness Checkpoint Plan

Wiikwemkoong Unceded Territory Wellness Checkpoint Plan In Response to COVID-19 Pandemic

Department: Wiikwemkoong
Prepared by: Norman Assiniwe, Public Works Manager

1.0 Preamble

This document describes the plans created in response to the global COVID-19 pandemic. It describes precautionary measures to support Chief and Council's decisions, such as a State of Emergency Declaration and travel restrictions.

Situations will be continuously monitored and plans will be adjusted accordingly as per Council direction.

2.0 Pre-cautionary Measures

This section describes the pre-cautionary measures in place during operation of the Wellness Checkpoint. The health and safety of employees and community members is priority.

2.1 Wellness Checkpoint Measures:

- a) Person-to-person contact with the general public are prohibited.
- b) Proper Personal Protective Equipment (PPE) will be worn at all times when dealing with the public.
- c) Checkpoint staff will sanitize all common areas.
- d) Checkpoint is maintained 24 hours a day 7 days a week, or as per leadership direction.
- e) General maintenance to the checkpoint is provided by Wiikwemkoong Public Works staff and PPE is to be worn at all times by the employees.
- f) Night time lighting is provided to the Wellness Checkpoint site for safety.

2.2 Communications

When making the decisions for the Wellness Checkpoint, we will take into consideration the time that will be required to communicate the plan and the details of the phases to the community. The communications will include reinforcing the messaging about the health and safety measures, contact tracing, the importance of individual responsibility and accountability, and any additional developments or adjustments.

2.2.1 Communications Team

All communications will undergo consultation with the Communications Team to ensure communications is accurate and consistent before release. The Team will determine the key messages and its most effective methods of delivery, in addition to creating and assembling the content and tools for communications.

The Team will determine the communications for each phase of the re-open Wellness Checkpoint Plan. This includes promoting any additional health-oriented communications or advisories under the direction of Wikwemikong Health Centre and Public Health Sudbury District.

2.2.1 Ogimaa's Role

All decisions, announcements or developments, or anything else deemed appropriate by Ogimaa will be announced by video to the community with a detailed letter from Ogimaa and Council.

The Communications Team will assist and make recommendations to Ogimaa in preparation and delivery of communications. The purpose is to recommend the most effective message to ensure all key messages, health-oriented communications, and any additional information is communicated consistently and successfully so the citizens can comprehend the information accurately.

2.2.2 Wikwemikong Health Centre and Public Health Sudbury District

All health-oriented information, communications and advisories will derive from the Wikwemikong Health Centre and Public Health Sudbury District that provides the most up-to-date information about COVID-19 and any new developments.

2.2.3 Methods of Communicating to the Community

- a. Ogimaa Live Update
- b. Letter from Ogimaa and Council
- c. Newsletter Mail-out
- d. Social Media and Websites
- e. Video updates from leadership or community
- f. Notices
- g. Local radio stations

3.0 Wellness Checkpoint Re-Opening

3.1 Phase 1: Planning to Re-Open

In order to open the Wellness checkpoint, Wiikwemkoong must have plans in place that deal directly with COVID-19 (Pandemic Plan, Outbreak Management Plan, Quarantine Plan, and a Decontamination Plan). The community must be educated on all aspects of COVID-19 from how it is transmitted to what steps they must take if they contract the virus. Supports should also be in place.

3.2 Phase 2: Opening the Wellness Checkpoint

- a. At this point, the Wellness Checkpoint Security team will no longer be required.
- b. Residents will still be asked to travel within reasonable hours, reasonable distances.
- c. Travel out of country will require prior approval from Wiikwemkoong administration.
- d. Communications will continue to educate and inform the community about any developments of COVID-19, health and safety measures, and updates from Ogimaa and Council. Consistent communications about safety

measures and contact tracing will be required. It will include emphasis on individual responsibility and accountability.

- e. Community members will be asked to keep a detailed journal of their travel.
- f. If Ogimaa and Council decides that any changes to the Wellness Checkpoint are required, the Communications Team will inform the community of this change and its purpose.

3.3 Phase 3: Open 100%

- a. The opening of our community will only happen if with widespread COVID-19 testing is available, and there is a treatment or a vaccine available to the public.
- b. Communications will continue to educate and inform the community about any developments of COVID-19 health and safety measures.