



Policies & Procedures Manual

Policy No. 24-2020 (BP – Policy to Approve the Squamish-Lillooet Regional District Reopening Plan) – Version #4

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June 24, 2020	1
October 28/29, 2020	2
August 25, 2021	3
November 24, 2021	4

Purpose of Policy

The Squamish-Lillooet Regional District COVID-19 Reopening Plan (the “**Reopening Plan**”) is a staged corporate strategy setting out how the Squamish-Lillooet Regional District (“**SLRD**”) intends to deliver its services through the coming months into Phase 4 of the Province’s Restart Plan (the “**BC Restart Plan**”).

Provincial Framework

The Reopening Plan is a living document and will be informed by and updated to reflect emerging information, orders and advice from the Office of the Public Health Officer, public health authorities, other levels of government, and WorkSafeBC.

Strategic Objectives

The Reopening Plan operates with the provincial framework described above and supports three primary strategic objectives that guide the SLRD’s efforts to respond to the COVID-19 pandemic. These objectives are as follows:

- Minimize the transmission of COVID-19 and protect the health and safety of employees and members of the public while carrying out essential services, as mandated by the Provincial Government;
- To the extent possible, assign employees to work from home on a temporary basis, with appropriate employee resources and supports, so as to enable the SLRD to continue to provide SLRD services and at this time to continue the work from home arrangements that have been put in place in order to reduce contact intensity and number of contacts in the workplace; and
- To the extent possible, continue to deliver SLRD services with necessary modifications while adhering to restrictions and limits prescribed by the Provincial Health Officer and maintaining employees productivity to the extent that it does not compromise the health and safety of employees (i.e. for employees continuing to work from the office, extra safety protocols have



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the potential to add steps to tasks being undertaken thereby impacting productivity but such steps cannot be dispensed with.)

Stages of the Reopening Plan

The Reopening Plan consists of four stages as described below. The timing of each stage is subject to change as the COVID-19 pandemic and provincial direction evolves and the ability to move through the stages is based on the assumption that there are no setbacks in the collective societal progress to flatten the curve of COVID-19 infections. (A table summarizing the four stages of the Reopening Plan is found at the end of this policy.)

Stage 1 Operations (Completed)

In mid-March 2020, the SLRD shifted to temporary modified operations, to ensure the health and wellbeing of employees and members of the public and in response to provincial orders and guidance as well as advice of the Prime Minister of Canada that everyone who could work from home should work from home.

The scope of Stage 1 Operations is characterized as follows:

- The SLRD’s Administration Office in Pemberton (the “**Office**”) has been closed to the public until further notice, with delivery of documents to be:
 - preferably by electronic transmission, regular mail or Canada Post courier; and
 - only as required in respect of Building Department matters and on a case by case basis, members of the public may request alternative arrangements to be made;

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- All SLRD operations have continued to be provided, except with operational modifications to facilitate the transition from a physical work environment to a virtual work environment, specifically:
 - due to operational requirements, a core team of employees has been assigned to work at the Office with safety protocols in place;
 - the remainder of employees has been assigned to work from home on a temporary basis; and
 - for employees whose usual duties require them to undertake offsite inspections or visits and such inspections and visits are considered to be essential in the circumstances, safety protocols have been put in place.

Stage 2A Operations (Completed)

On September 11, 2020, the SLRD moved into a phased approach of Stage 2 Operations, dividing Stage 2 into Stage 2A and Stage 2B, as the Chief Administrative Officer determined that it was only possible to provide limited public access to the Office and that it was not yet possible to provide for the convening of electronic Board meetings that can allow in person public participation.

The scope of Stage 2A Operations is characterized by a partial and restricted re-opening of the Office, as follows:

- To allow for restricted reception/front counter services (in accordance with applicable WorkSafe guidelines), from Monday to Friday from 8:00 a.m. to 4:30 p.m. with an hour lunch closure *and only if required by specific operational requirements as determined by the Chief Administrative Officer and with as much public notice as possible under the circumstances, a closure on a Friday or Monday.* For clarity, the preferred method for

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document delivery remains to be by electronic transmission, regular mail or Canada Post courier);

- In all other respects, SLRD operations continue in accordance with Stage 1 Operations described above.

Stage 2B Operations (Completed)

On September 29, 2021, the Board approved the Communicable Disease Prevention Plan Policy No. 28-2021 to promote employee (and public) health and safety by detailing measures to prevent the contraction and spread of communicable disease in the workplace. As of Stage 2B Operations and beyond, it is the responsibility of employees, members of the public, and others attending SLRD meetings and events to follow the established measures in the Communicable Disease Prevention Plan Policy

The scope of Stage 2B Operations is characterized by a partial and restricted re-opening of the Office, as follows:

- To allow for public access to the Office (in accordance with the Communicable Disease Prevention Plan Policy), and *only if required by specific operational requirements as determined by the Chief Administrative Officer*;
- To allow for the convening of electronic Board (and Committee) meetings consistent with existing legislative (provincial and local government) authority, so as to allow in-person public attendance;
- To allow for the convening of electronic public hearings consistent with existing legislative (provincial and local government) authority so as to allow in-person public attendance.

Stage 3A Operations (In progress)

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At a Special Meeting on October 18, 2021, the Board adopted amendments to the Procedure Bylaw authorizing electronic participation by Directors at Board and Committee meetings.

On October 27, 2021, the SLRD moved into Stage 3A Operations.

The scope of Stage 3A Operations is characterized by a continued progression of re-opening the Office, as follows:

- To allow for the convening of electronic Board (and Committee) meetings consistent with existing legislative (provincial and local government) authority, so as to allow in-person public attendance;
- To allow for the convening of electronic Public Hearings consistent with existing legislative (provincial and local government) authority, so as to allow in-person public attendance; and
- A core team of employees continuing to work at the Office with safety protocols in place as outlined in the Communicable Disease Prevention Plan Policy;
- Employees who have previously been assigned to work from home on a temporary basis (and continue to be assigned as such) are now able (from time to time and/or on a temporary schedule) to access and work from the Office as required or assigned by their supervisor and/or the CAO, with safety protocols in place (as outlined in the Communicable Disease Prevention Plan Policy).

Stage 3B Operations (Timing: to be determined)

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*[*The Chief Administrative Officer will determine the date that Stage 3B commences (i.e. this is dependent upon virtual meeting technology and associated equipment being operationalized to the Chief Administrative Officer’s satisfaction.)]*

The scope of Stage 3B Operations is characterized by a continued progression of re-opening of the Office, as follows:

- To allow for in-person attendance by Directors at Board and Committee meetings.
- In all other respects, SLRD operations continue in accordance with Stage 3A Operations described above.

Stage 4 Operations (Timing: If required, expected to be aligned with Phase 4 of the BC Restart Plan once underway)

The scope of Stage 4 Operations is to be determined, subject to any provincial requirements related thereto.

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Summary of Reopening Plan Stages

	Start Date	Public Access to Office	In-Person Public Attendance at Board Meetings	Employees
Stage 1 <i>(completed)</i>	<i>March 19, 2020 until September 10, 2020.</i>	<i>None.</i>	<i>None.</i>	<i>Small core team remaining in the Office, with remainder of employees working from home.</i>
Stage 2A <i>(completed)</i>	<i>September 11, 2020 until further notice.</i>	<i>Partial, restricted reception/front counter services (with engineering controls and other measures as required).</i>	<i>None.</i>	<i>Same as Stage 1 above.</i>
Stage 2B <i>(completed)</i>	<i>September 29, 2021.</i>	<i>Yes, pursuant to the Communicable Disease Prevention Plan Policy.</i>	<i>Yes.</i>	<i>Small core team in the Office, with other employees starting to make a gradual return or attending as required with supervisor's approval.</i>
Stage 3A <i>(In progress)</i>	<i>October 27, 2021</i>	<i>Yes, pursuant to the Communicable Disease Prevention Plan Policy.</i>	<i>Yes.</i>	<i>Same as Stage 2B above.</i>
Stage 3B	<i>Estimated to be January 1, 2022</i>	<i>Yes, pursuant to the Communicable Disease Prevention Plan Policy.</i>	<i>Yes (and Directors as well).</i>	<i>To be determined.</i>
Stage 4 (if required)	<i>Expected to be aligned with Phase 4 of the BC Restart Plan.</i>			

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