



Sturgeon County Modernizing Our Workforce Potential Plan

The following staged approach will carefully guide Sturgeon County’s efforts to safely operate municipal programs and services in alignment with the Government of Alberta’s public health guidelines.

As the COVID-19 pandemic continues to evolve, this plan is subject to change.

STAGE 1 <i>(Now – July 31, 2020)</i>	STAGE 2 <i>(Target date: August 4, 2020 – August 31, 2020)</i>	STAGE 3 <i>(to be determined)</i>
<p>Strongest measures in place to protect staff and public.</p> <ul style="list-style-type: none"> ✦ Council Chambers to reopen for a quorum of Council by June 30. Space will be available for the remaining Councillors at the County Centre to ensure appropriate connectivity. ✦ Sturgeon County Centre front counter open for tax payment and referral effective July 2, 2020. Front counter service also available at Agriculture Service Trailer, Family & Community Support Services, Protective Services, and Sturgeon South. Assessment Services (July 13) ✦ Phone and on-line contact continue to be the recommended approach. ✦ Directional arrows and floor decals will be placed in County buildings (public and staff areas). ✦ Self-screening and sanitization stations and organized entry are in place for any members of the public coming into County buildings. ✦ Masks will be available at public entry points into county offices and facilities and mask use will be recommended in spaces used by the public. ✦ Increased cleaning protocols are in place. ✦ Occupancy limits in place for lunchrooms, meeting rooms, and common areas. ✦ Meetings should be conducted virtually, wherever possible. ✦ Planning, design, estimates and approved renovations underway to support safe and productive County facilities. ✦ A staff re-entry guide is available as reference for staff re-entering their work site. 	<p>Stage 2 will support changes to measures in place for Sturgeon County, notably additional services available to the public. These changes will be subject to the monitoring of positive COVID-19 cases in the region and all applicable health and safety regulations.</p> <p>NEW:</p> <ul style="list-style-type: none"> ✦ Occupancy limit in Council Chambers and gathering spaces will increase and follow the advice of the Government of Alberta. ✦ Council Chambers audio visual upgrades are complete to allow for overflow capacity in the Cardiff Room to ensure social distancing once residents are permitted to re-enter. ✦ Remaining County administration offices will reopen to the public: Development Support Services. <p>MAINTAINING:</p> <ul style="list-style-type: none"> ✦ All measures from the previous stage will be maintained. ✦ Phone and on-line contact continue to be the recommended approach. ✦ Self-screening and sanitization stations and organized entry are in place for any staff members or members of the public coming into County buildings. ✦ Masks will be available at public entry points into county buildings and mask use will be recommended in spaces used by the public ✦ Additional planning, design, estimates and approved renovations underway to support safe and productive County facilities 	<p>Stage 3 will allow for opening of all Sturgeon County offices. These changes will be subject to the monitoring of positive COVID-19 cases in the region and all applicable health and safety regulations.</p> <p>NEW:</p> <ul style="list-style-type: none"> ✦ Occupancy limit in Council Chambers and common areas will follow the advice of the Government of Alberta. <p>MAINTAINING:</p> <ul style="list-style-type: none"> ✦ All measures from the previous stages will be maintained. ✦ Masks will be available at public entry points into county buildings and mask use will be strongly recommended in spaces used by the public. ✦ Physical distancing continues to be a consideration when designing workspaces, processes, and interactions among staff and public in alignment with health guidelines from the Government of Alberta. ✦ Additional planning, design, estimates and approved renovations underway to support safe and productive County facilities
<p>Supporting workforce potential</p>		
<p>Roughly 80% of staff are working remotely.</p> <ul style="list-style-type: none"> ✦ Staff in essential roles such as utility operators, and protective services should take extra precautions both at work and at home, in hopes of ensuring minimal service disruption. ✦ To minimize the spread of COVID-19, all employees who are able to continue to perform their job requirements remotely should continue working from home. ✦ To safely manage onsite health requirements (social distancing, cleaning protocols, etc.) all staff returning to the work site at County Centre and Sturgeon West will require the approval of their Division Head and Human Resources and limiting occasional drop-ins. ✦ Shared office space will be discontinued, no two persons will share the same workspace at the same time. Planning is underway to confirm space requirements. ✦ Self-screening stations setup for staff coming into facilities. ✦ Ability to “contact trace” staff who have worked on particular days in County facilities using weekly check-in. ✦ Physical distancing of 2 metres is required. Appropriate signage to enhance safe traffic flow will be implemented prior to re-opening. However, if social distancing protocols cannot be maintained, face masks must be worn. ✦ Fleet vehicles are limited to one person per vehicle. If that is not possible and there are two staff per vehicle, masks must be worn. ✦ A remote work guide will be developed to address staff resource requirements (including IT needs), and to ensure staff communication and engagement continues to be a high priority. 	<ul style="list-style-type: none"> ✦ A remote work guide will be implemented to address staff resource requirements and to ensure staff communication and engagement continues to be a high priority. ✦ Remote work will continue to be enabled through appropriate supports. ✦ To safely manage onsite health requirements (social distancing, cleaning protocols, etc.) all staff returning to worksites will require the approval of their Manager and limit occasional drop-ins. ✦ All safety measures from the previous stage will be maintained to support the workforce, including staggered start times and breaks, screening stations, contact tracing, and safe distancing practices. ✦ Hoteling space will be made available in preparation for Stage 3. ✦ Plans will be developed to prioritize digitization of files to support remote workplace operations. 	<ul style="list-style-type: none"> ✦ Staff support requirements identified through the remote work guide will be reviewed and updated to reflect emerging needs. ✦ In person meetings or collaboration no longer discouraged provided health regulations are being followed. ✦ Scheduled virtual meetings for the public will be set up and encouraged, including onsite technology access for the public. ✦ In person interaction must meet health regulations. ✦ Departments reassess remote work environment, processes and in office staff to ensure requirements remain the same. ✦ Departments formalize permanent remote work environments.
<p>Personal Protective Equipment</p>		
<ul style="list-style-type: none"> ✦ Masks are available for staff members. ✦ Centralized PPE ordering and distribution of masks, gloves, face shield. 	<ul style="list-style-type: none"> ✦ Masks are available for staff members. ✦ Centralized PPE ordering and distribution of masks, gloves, face shield. 	<ul style="list-style-type: none"> ✦ Masks are available for staff members. ✦ Centralized PPE ordering and distribution of masks, gloves, face shield.
<p><i>Progression to Stage 2 will be triggered by the Leadership Team.</i></p>	<p><i>Progression to Stage 3 will be triggered by the Leadership Team.</i></p>	