



Viral Pandemic Emergency Winter Maintenance Operations Plan

Introduction: Viral Pandemic Emergency Winter Operations Plan

The following Viral Pandemic Emergency Winter Operations Plan is based on guidance provided by Public Safety Canada and Provincial Health Services. The Municipality of Middlesex Centre is prepared to update this document as external or internal guidance change. This is a supplemental document to the Municipality's Pandemic Plan. It may be used for all highly contagious viral outbreaks affecting Middlesex Centre residents and employees during an epidemic or pandemic situation. This plan is to be used in conjunction with the Council approved winter maintenance plan (2021-2022)

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1 Commitment to Health and Safety

The Municipality of Middlesex Centre is committed to the provision of a safe and healthy work environment to all our employees, clients and business partners. During the Viral Pandemic, our objective is to develop an action plan that will protect and maintain the Health and Safety of all employees, visitors, the public and contractors in the vicinity of Middlesex Centre including their physical, psychological and social well-being.

The Municipality of Middlesex Centre is also committed to the continuance of delivery of services to our residents in a manner that will ensure the safety of all.

2 About this Document

This document provides a framework for the, implementation, of a unified, consistent response for winter maintenance operations as it relates to an infectious disease contamination of a highly contagious virus for the Municipality of Middlesex Centre. This document has been prepared in response to the Covid-19 virus and resultant pandemic declared in 2020. This document is based upon the current knowledge of Covid-19 but is considered applicable to other highly contagious viruses.

3 Adoption, Review, and Communication of the Document

The Emergency Management Team regularly reviews this document to ensure its currency, suitability and effectiveness. Any material changes are communicated to senior management for sign-off. It is stored in a corporate location available to all team members.

4 Scope

This plan applies to all Municipal facilities, equipment, vehicles, material, and personal engaged in winter maintenance activities for the Municipality of Middlesex Centre.

5 Guidance Document Assumptions

The guidance document is based on the following assumptions.

- The safety and well-being of team members is the first priority.
- The guidance document has the support of The Municipality of Middlesex Centre's Senior Leadership team and Municipal Council, who authorize the resources required to develop and sustain this guidance document.
- Any infectious disease contingency plans must be in compliance with all applicable municipal policies, including security, privacy and ethics governance.
- Team members assigned to planning and incident management roles have sufficient authority, training, and resources.
- Team members in incident management roles have alternates assigned as appropriate to ensure that their business areas will be appropriately covered during extended incidents.

- Infectious disease contingency plans are regularly reviewed and exercised to ensure their currency, suitability, and viability in a disruptive incident.
- Plans and critical supporting documentation are appropriately stored so that they will be available to applicable team members during a disruptive incident.

6 Legislated Maintenance Activities

- The municipality is required to maintain all roads within the municipality in accordance with the Minimum Maintenance Standards for Municipal Highways (MMS) Ontario Regulation 239/02
- The MMS standards sets out minimum standards for patrolling roads and minimum response times to various road conditions as well as surface and roadside conditions. These response times are based on road classification.

Snow Accumulation		
Class of Highway	Depth	Time
1	2.5cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

Ice Formation Prevention	
Class of Highways	Time
1	6 hours
2	8 hours
3	16 hours
4	24 hours
5	24 hours

Treatment of Icy Roadways	
Class of Highways	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

- Equipment operators with commercial vehicle licenses are also required to track driving time and on duty time, and may be required through legislation to have legislated days off if they meet CVOR thresholds.

7 2021-2021 Winter Operation Work force

- The municipality currently employs 23 full time operations staff which includes 2 mechanics, 2 lead hands, 2 assistant road supervisors, and one road supervisor.
- The municipality also hires for the winter maintenance season 6 seasonal full time equipment operators, and one part time road patroller
- In response to the viral pandemic an additional 2 on call casual equipment operators will be trained and hired
- Staff are staggered in 3 operating shifts during the winter (5:00am -1:30pm), (7:30am-4:00pm), & (3:30-12:00 midnight) Monday to Friday, as well as one patroller shift on weekends (5:00am -3:30pm)

8 Winter Operations Contingency Plan

- In the event staff become ill with Covid-19 or are required to self-isolate for 14 days the municipality has developed the following contingency plan to ensure a safe and reliable transportation system and compliance with Provincial Legislation.
 - **Scenario 1:**

Impact:

In the event **1-2** full time operators, or full time contract operators are ill, or required to self-isolate for 14 days.

Response:

Call in 2 on call casual equipment operators as required
 - **Scenario 2:**

Impact:

In the event **3-4** full time operators, or full time contract operators are ill, or required to self-isolate for 14 days

Response:

Call in 2 on call equipment operators, and utilize 2 mechanics as required

○ **Scenario 3:**

Impact:

In the event **4-7** full time operators, or full time contract operators are ill, or required to self-isolate for 14 days

Response:

- Call in 2 on call casual equipment operators, utilize 2 mechanics, and pull sidewalk plowing and PWE W/WW facility plowing, using the staffing resources to tackle roadways, followed by sidewalk plowing, and facility plowing

○ **Scenario 4**

Impact:

In the event **8 or more** full time operators, or full time contract operators are ill, or required to self-isolate for 14 days

Response:

Call in 2 on call equipment operators, utilize 2 mechanics, Reach out to neighboring Municipalities and County to see if there is staff available to help, alternatively reduce level of service and declare a snow event and/or road closures as directed by the Director of Public Works and Engineering.

9 Winter Maintenance Resource Sharing

The County of Middlesex and a number of the surrounding lower tier municipalities have a resource sharing framework agreement/understanding in place, that in the event one or more either the County or a lower tier Municipality find themselves in a situation where staffing levels are inadequate to meet the requirements of the legislated minimum maintenance standards that staff, equipment, & materials would be shared (if available) to collectively help each other. Respective municipal staff would track, date and time of request, location of requested assistance, and the; equipment time, staff time, and material used in the event that the municipality is asked for assistance. Following the winter maintenance season invoices would be issued by the respective municipalities for reimbursement of the costs associated with these activities.

A supervisory contact list and mapping information is being prepared to share with each other in the event the sharing of resources required.

10 COVID-19 Government Announcements and Resources

All levels of government are issuing announcements daily. The most current government information regarding Covid-19 may be found on the following websites:

- Ontario - <https://www.ontario.ca/page/2019-novel-coronavirus>
- Federal - <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- Public Health Ontario - <https://www.publichealthontario.ca/>
- London-Middlesex Health Unit - <https://www.healthunit.com/novel-coronavirus>

10.1 Additional Resources

- World Health Organizations - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- Health Canada - <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- IHSA - https://www.ihsa.ca/pdfs/safety_talks/covid-19.pdf
- Canadian Construction Association - <https://www.cca-acc.com/covid-19-resources/>

11 Personal Hygiene

Middlesex Centre has different types of job sites or facilities with various forms of hygiene equipment. It is important that all employees practice proper hand washing techniques as well as practicing a number of other hygiene practices to prevent contracting or spreading Covid-19 or another contagious virus to their co-workers.

Personal hygiene tips include:

- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cough and sneeze into your elbow or a tissue and wash your hands afterwards.
- Avoid commonly touched areas including handrails, public transit poles or ensure you clean your hands after.
- Open doors and touch elevator buttons with gloves, the back of your hand, or other body part or activate the wheelchair accessibility button with the back of your hand, elbow or knee if possible.
- Wash your clothes as soon as you get home.
- Notify your supervisor immediately if you are sick and contact public health.
- Wash your hands frequently using soap and water, preferably a gel-based hand sanitizer with at least 60% alcohol content.
- Use single-use tissues. Dispose of the tissue immediately.
- Wash your hands after coughing, sneezing or using tissues.
- Do not share cups, glasses, dishes or cutlery.
- Wear a mask when working within a municipal facility and away from designated work area

12 Infection Prevention Measures Implemented at the Municipality of Middlesex Centre

13.1 All employees

- We have adopted a “no hand-shake policy”.

- We have asked any employee not feeling well to stay at home if you have symptoms, see section 4.1 for provincial health services contact numbers for related region, for instructions as well as Human Resources.
- We have limited business travel to only that essential to operating our business, and to conduct meetings by phone or video wherever possible.
- Middlesex Center has implemented a Staff policy on Vaccinations regarding Covid-19 that is in force and effect.