Central Neighbourhoods COVID-19 Response Plan

March 13, 2020

In response to growing concerns locally about the spread of COVID-19 aka coronavirus, Central Neighbourhoods is monitoring the evolving landscape of directions from Spence Neighbourhood Association Inc., the Winnipeg Regional Health Authority, and all levels of government, and will increase efforts in implementing best practices to flatten the curve of contagion. This document will be updated to reflect any changes.

For the time being, Central Neighbourhoods Winnipeg is implementing the following plan to reduce the risk of contagion in our community and at the 231 Isabel St. location:

- All staff are required to implement the following precautions:
  - ill staff stay home from work, properly notifying supervisor of absence and complying with SNA Policy Manual provisions on sick time;
  - when working in the building, increasing desk distance, by avoiding sharing space and taking advantage of multiple rooms to increase physical separation;
  - follow recommendations by the Manitoba Government on regular hand washing with soap and warm water or an alcohol-based hand cleanser when available, and ensure those guidelines are posted inside the building as notice and reminder.
  - at least once daily, each staff proceeds with cleaning with anti-bacterial wipes of commonly touched surfaces, such as door handles, knobs, faucets, etc., as well as laptop, mice, keyboards, phones and other devices.
  - maintain an open line of communication with the team about their health status and concerns, to prevent any spreading of the virus and make appropriate and timely plans of action.

- Staff will be allowed to work remotely provided that a clear plan is presented by the staff to their supervisor and approved directly or indirectly via supervisor by the SNA Executive Director. Any plan must include virtual check-ins options to be agreed with the supervisor.

- Effective March 13, all training, workshops and meetings at 231 Isabel Street run and organized by Central Neighbourhoods are postponed to dates to be determined to preserve the health of those involved and their community. The space does not allow the safe distance among individuals which is recommended, and Central Neighbourhoods does not have the capacity to inquire and enforce attendance based on individual cases.

- The suspension is highly recommended also to all programming run by partners at the 231 Isabel Street location. Central Neighbourhoods staff will consult with partners on their intentions and will help identify alternative locations if the programme cannot be suspended.
• If the partner organization is taking full responsibility for the program and is determined to continue with programming at Central, a plan will be put in place with the partner to ensure hygienization of common areas and sanitary precautions, at the partners’ expense. In those cases, staff who work from the 231 Isabel Street location are invited to work remotely, to avoid contact with an uncontrolled crowd in a limited space.

• Staff from Central Neighbourhoods are encouraged to limit all in-person meetings at this time. Remote options such as phone and video conference calls by means of virtual chat services such as Skype, Google Hangouts and similar, are effective and encouraged. Alternatively, meetings can be postponed to a later date, or matters of discussion can be dealt with by email. This first line can be quoted in rescheduling communications with the other party.

• Staff are responsible for re-arranging their schedules and communicating with all the interested parties on pre-planned meetings, gatherings, and initiatives.