

Hybrid Meeting Safety Plan

Approved February 14, 2022

Amended by the Manager of Legislative Services March 16, 2022

Purpose

To establish how hybrid meetings will be conducted in the Council Chambers while maintaining the safety of Council, Committees, Staff and the public. The plan is dependent on provincial and municipal restrictions and guidelines and may be adapted by the Manager of Legislative Services\Clerk to ensure that the Municipality is following all restrictions and guidelines in pandemic situations.

COVID-19

During the COVID-19 pandemic this safety plan will be reviewed regularly against updated Legislation and guidance as per the Ontario governments COVID-19 Website. All participants will follow the advice of Public Health Agencies. For more information on the COVID-19 Pandemic visit the Province Ontario COVID/19 page <https://covid-19.ontario.ca> or the Grey Bruce Health Unit website at <https://www.publichealthgreybruce.on.ca/>

The plan is based on the following general recommendations and will compliment the Municipality of Kincardine's Safety Plan for COVID-19

- Anyone who is sick shall remain home and seek further guidance from the Grey Bruce Health Unit where applicable.
- Physical distancing for Staff and the public.
- Personal hygiene will continue to be a key prevention measure including frequent hand washing and sanitizing.
- Enhanced cleaning, sanitizing and disinfection will take place in the workplace and public spaces.
- Use of engineering and administrative controls as well as PPE where available and appropriate.

Council Chambers Safety Protocols

Entrance

- Approved hand sanitizer stations will be made available at the entrances of building and the meeting spaces as well high-volume locations (i.e. service counters, building entrances).

- The Public will enter and exit through the indicated entrance door directly into the Public Hall and go directly to a vacant seat in the Public Hall.
- Council will enter and exit through the Council Chambers entrance at the front of the Council Chambers and go directly to their assigned seat.

Seating and Capacity Limits

- Member of the public are encouraged to participate electronically where possible.
- Capacity limits for the space have been determined in accordance with applicable Regulations, and to ensure physical distancing. Capacity will be managed and maintained by Municipal Staff.
- Seating will be arranged in the publicly accessed space to allow for 2m/6ft distancing for both staff members and the public.
- Given the capacity limits and the requirements for a certain number of staff to be present, public seating will be reduced.
- Members of the public can view the meeting live at www.kincardine.ca and Rogers Kincardine Website. It can also be seen live and in repeat on Rogers Kincardine Community Channel.
- Members of the public can register for view only access to the meeting directly through Zoom prior to the meeting by contacting the Clerk at clerk@kincardine.ca

Impermeable Barriers

- The Council table does not allow for a separation of 2m/6ft. As such, barriers of adequate size to provide coverage at the Council table will be installed to create an effective barrier between the breathing zones of people on each side.

Cleaning and Disinfecting

- Enhanced cleaning and disinfecting are the key preventative measure to reduce the risk of contracting illness from surfaces.
- High traffic touch points (doorknobs, light switches, faucet handles etc.) are cleaned and disinfected by janitorial services on a regular basis.
- Shared surfaces such as staff and member desks will be disinfected between users.
- Disinfecting wipes will be available in the Public Hall and Council Chambers to allow participants to disinfect their area.

Attending Hybrid Meetings in Person

Screening and Contact Tracing

- Passive screening will be required by all Staff, Councillors and public participants prior to entry.
- The isolation guidelines related to household and close contacts continues to change. Attendees are encouraged to go to the following link for the most up-to-date information: <https://covid-19.ontario.ca/exposed>. If the direction indicates that you should wear a mask, please do so while in the Municipal Administration Centre.
- Any individual who is feeling ill or does not pass screening should not enter Municipal Facilities but instead attend the meeting electronically.

- Screening questions are based on Government of Ontario and Grey Bruce Public Health Unit guideline and are subject to change.

Wearing of Masks

- The use of non-medical face masks are not required indoors for all Municipal facilities.
- Staff, Council and members of the public are encouraged to continue to wear masks to align with their comfort level and everyone is asked to be respectful of the personal choices that are made by each person.
- If wearing a mask, it should cover the nose, mouth and chin of the wearer, without gapping.
- Non medical masks will be supplied upon entry when required

Public Hall Seating

- Seating has been arranged to meet capacity and physical distancing and those entering the public hall **can not** re arrange or move the seating.

Washrooms

- Obey any occupancy limits as posted at the entrance to each washroom.

Breaks

- No food or beverage will be permitted in the Public Hall during Council meetings.
- Staff and Council members may be permitted food or beverages in the Council Chambers if while consuming the person can maintain a 2m/6ft physical distance from anyone else or are protected by an impermeable barrier.
- During breaks in the meeting all participants if not at their assigned seat shall maintain a 6ft (2m) distance between other participants.
- If any participants go outside for food and beverages or to smoke or vape they shall maintain a 6ft (2m) distance between other participants.

Staff Attendance

- In order to maximize the number of public able to attend a meeting, only Staff that are presenting a report can attend in person. All other Staff that wish to view the meeting can view the meeting live at www.kincardine.ca and Rogers Kincardine Website.

Delegations

- Registered delegations will be permitted to participate electronically or in person.
- Municipal Staff will operate any electronic presentations from a delegate and these presentations must be provided at the time of their submission of the Delegation Request Form.
- Delegates participating in-person will use the lectern to speak. The microphone and surface of the lectern will be disinfected following each delegate.