



FLOOD AND/OR EMERGENCY RESPONSE EVAUCATION PLAN WITH INTERIM GUIDELINES FOR COVID-19

Information / Transfer Centre





Table of Contents

| | |
|---|-----|
| Purpose | 3 |
| Scope..... | 4 |
| Information / Transfer Centre Teams..... | 4 |
| Team Flow Chart | 5 |
| Management Team..... | 5 |
| Facility and Maintenance Team..... | 5 |
| Evacuee Information Team..... | 6 |
| Food Service Team | 7 |
| Location..... | 7 |
| Initiation of Information / Transfer Centre..... | 8 |
| Emergency Medical Response | 9 |
| APPENDIX A – INFORMATION / TRANSFER CENTRE TEAMS..... | 10 |
| APPENDIX B – STAFF PROTOCOLS..... | 12 |
| APPENDIX C – VOLLMER LOCATION | 13 |
| APPENDIX D – MAP OF PRIMARY LOCATION FACILITY SET-UP | 14 |
| APPENDIX E – MAP OF ROUTE FOR FIRST RESPONDERS AND LASALLE TRANSIT..... | 15 |
| APPENDIX G – CLEANING CHART | 16 |
| APPENDIX H – SCREENING PROCESS FOR EVACUEES: | 17 |
| APPENDIX I – SCREENING SCRIPT | 18 |
| APPENDIX J – SCREENING CHECKLIST FORM | 19 |
| APPENDIX K – SCREENING QUESTIONS FOR STAFF | 21 |
| APPENDIX L – FOOD SERVICING..... | 23 |
| APPENDIX M – STAFF SCHEDULE | 24 |
| APPENDIX O – CONTACT INFORMATION | 25 |
| APPENDIX P – SHORT-TERM/LOW CAPACITY COOLING CENTRE | 257 |



Purpose

The purpose of this Flood and/or **Emergency Response Evacuation Plan with Interim Guidelines for COVID-19** is to support the Town of LaSalle's Emergency Response Plan.

As a result of the COVID-19 pandemic, the Town of LaSalle is obligated to ensure any Provincial Orders related to social gathering and otherwise are followed and physical distancing guidelines as issued by the Ministry of Health and Public Health agencies are maintained.

The Town of LaSalle Emergency Response Plan provides for the following responsibilities of the Social Services Director with respect to centres for evacuees:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres and ensuring they are adequately staffed;
- Ensuring liaison with the police chief with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres.

Due to the restrictions and health and safety concerns due to the COVID-19 pandemic, a temporary emergency shelter providing lodging, registration, personal services and the like is not recommended during the COVID-19 pandemic, based on advice from the City of Windsor Department of Community and Health Services (which acts as a member of the Municipal Control Group during an emergency). However, as the Town maintains a responsibility for its citizens during an emergency, the intent is to establish an **Information/Transfer Centre** as opposed to an Emergency Reception Centre or Temporary Shelter.

The **Information/Transfer Centre** will allow for a location for residents that require a place to temporarily attend while making arrangements for them and their families to evacuate in the event of an emergency. The Town has received advice regarding the operation of such a centre during the COVID-19 pandemic from Community and Health Services as well as the Canadian Red Cross. The Canadian Red Cross will not provide in-person services during the pandemic, but will provide virtual registration services, subject to agreement with the Town. The Town has also conferred with the Windsor-Essex County Health Unit regarding safely operating such a centre, including accommodating any confirmed COVID-19 cases.

This Plan, will prepare for the most efficient deployment of resources to achieve the following:

- To provide a service site, where evacuees are received, during a disaster or emergency, and where their immediate basic needs can be met.
- The **Information/Transfer Centre** is for residents effected by a disaster that provides a temporary location to prepare accommodation plans in the case of an evacuation.
- To provide a temporary/transition area that will provide information to evacuees for emergency lodging, food, clothing and personal services.



- To coordinate the set-up and ongoing maintenance of a facility for the purposes of hosting an **Information/Transfer Centre**.
- A coordinated response consistent with prevailing conditions and information provided by external agencies, particularly the Social Services Director.

Scope

This Plan applies to personnel in the Culture and Recreation and Public Works Department that will service a 24-hour Information/Transfer Centre. *Appendix A* contains a contact list for personnel anticipated to operate the Centre. The Plan provides detailed information for the set-up, maintenance and servicing for an **Information/Transfer Centre** that will service residents of the Town of LaSalle that have been affected by a disaster situation while under the conditions/ restrictions related to COVID-19. The **Information/Transfer Centre** will be located at the Vollmer Culture and Recreation Complex.

Information/Transfer Centre Teams

Teams have been established to assist with the planning, coordination and supervision of the **Information/Transfer Centre**. The descriptions of each Team along with the Team roles and responsibilities are detailed below.

The list of assigned Team Members is provided in *Appendix A*.

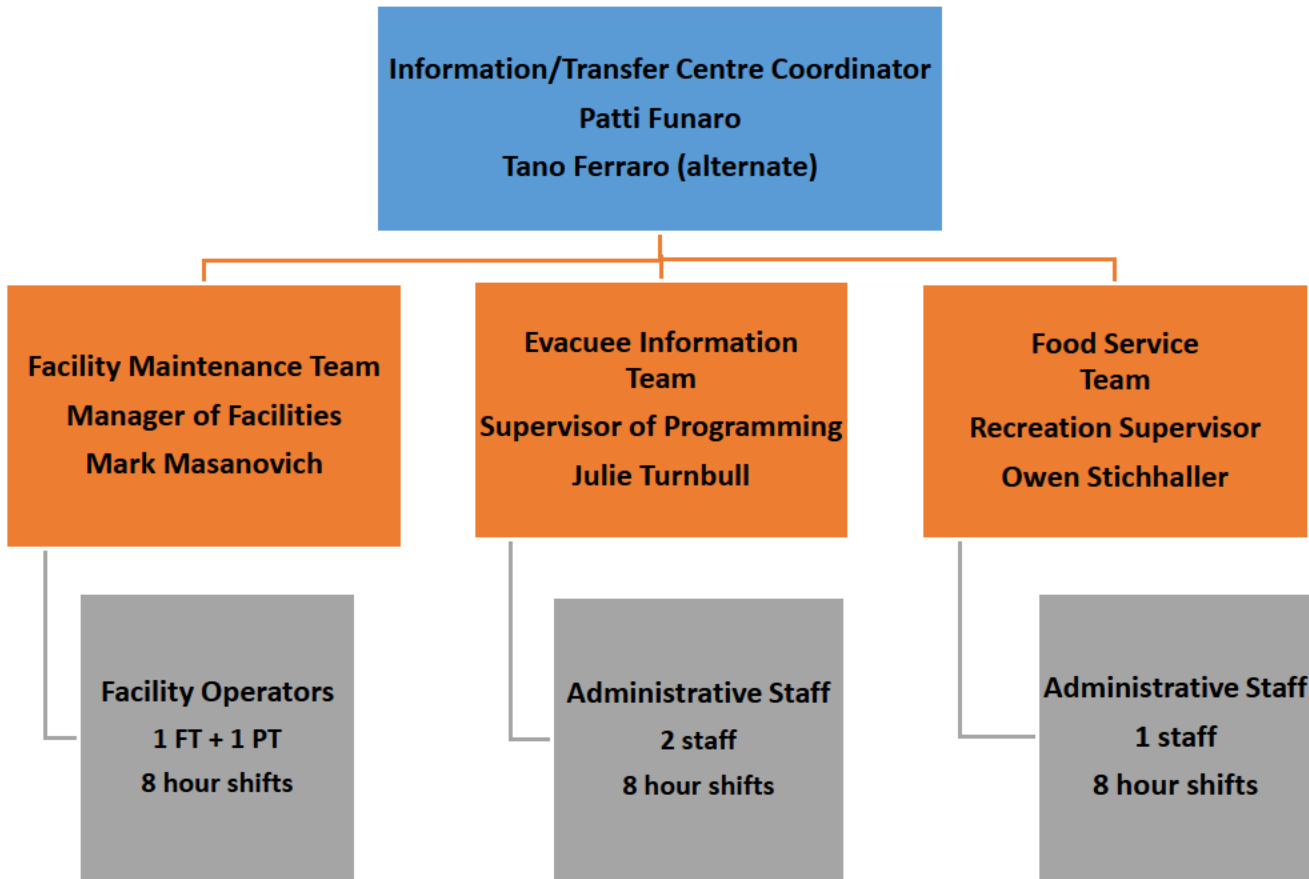
When preparing the list of assigned Team Members, the Management Team conducted an advanced COVID-19 screening to determine that the individuals assigned are eligible to work within the assigned area. The advanced COVID-19 screening included the following questions to determine that they are not considered high risk for COVID-19:

1. The individual is under the age of 65
2. The individual does not have any of the following:
 - A condition that affects the immune system; ie: HIV/AIDS, lupus, other autoimmune disorder
 - A chronic health condition; ie: diabetes, emphysema, asthma, heart condition
 - Receiving treatment that affects the immune system; ie: chemotherapy, corticosteroids, TNF inhibitors
3. Has not travelled outside of Canada in the last 14 days
4. Has not come in close contact with anyone tested positive for COVID-19
5. Has not been in close contact with a person who either:
 - Is sick with new respiratory symptoms (fever, cough or difficulty breathing)
 - Recently travelled outside of Canada

All members of the **Information/Transfer Centre** Teams will be responsible to adhere to Staff Protocols as provided in *Appendix B* including completing a self-assessment prior to every shift (*Appendix K*).



Team Flow Chart



Management Team

- Responsible for the overall planning, coordination and supervision of the **Information/ Transfer Centre**
- The **Information/Transfer Centre Coordinator** oversees the Plan and liaises with the Municipal Control Group (MCG) at the Emergency Operations Centre (EOC)
- On the direction of the MCG, the **Information/Transfer Centre Coordinator** is responsible for initiating the Plan by contacting/informing the Managers/Supervisor
- The department Managers and Supervisor are responsible for leading three operational teams to deploy the Plan:
 - Manager of Facilities: **Facility and Maintenance Team**
 - Supervisor of Programming: **Evacuee Information Team**
 - Recreation Supervisor: **Food Service Team**

Facility and Maintenance Team

- Coordination of the facility set-up as per approved map as provided in *Appendix D*
- Set-up of facility signage:
 - Entrance/Exit/Emergency Exit



- Physical Distancing markers/indicators
- Stop before proceeding (entrance of building)
- How to practice social distancing
- Handwashing posters/proper cough and sneeze posters
- Signage for Areas A, B and C (see *Appendix D*)
- Ongoing maintenance of the **Information/Transfer Centre**
- Infection prevention and control practice:
 - Ensure cleaning and disinfection is performed on a routine and consistent basis
 - Ensure hand sanitizers have an alcohol concentration of between 70% to 90%
 - Use of proper PPE and removal/sanitation practices
- Cleaning and disinfecting (*Appendix G*):
 - Clean high-touch surfaces at least twice per day or when visibly dirty (eg light switches, door knobs, handrails, faucets, bathroom areas, counters, touch screen)
 - Increase cleaning frequency of shared spaces such as kitchens and bathrooms
 - Ensure that extra cleaning supplies are available such as liquid hand soaps, hand sanitizer, paper towels, tissues, trash cans, face masks, gloves, cleaners and disinfectants
 - Ensure garbage/refuse containers do not include a lid to ensure non-contact access
 - Any equipment that is shared between residents will be cleaned and disinfected before moving from one resident to another.
 - Clean the entire space area, including all touch surfaces when someone who is suspected or confirmed for COVID-19 has moved.
 - Ensure disinfecting procedure is in place for the common electronic chargers that are being used by evacuees to charge device
- Purchasing of supplies required to fulfil the requirements for facility maintenance

Evacuee Information Team

- Coordination of evacuee screening protocols as referenced in *Appendix H*
 - Signage posted at the entrance of the building indicating that active screening is in place and that physical distancing must be maintained at all times.
 - Information/Screening desk equipped with alcohol-based (70%-90%) hand sanitizer and screening tools at all times.
 - Location for Information/Screening desk will be set up at least 2 meters (6 feet) away from the person to be screened with a Plexiglas barrier in between staff and evacuees
 - Ensure all staff wear a surgical/procedure or cloth mask while screening
 - Provide a surgical/procedure mask to all evacuees entering the facility
 - Follow screening script (*Appendix I*) while screening evacuees
 - Follow screening checklist form (*Appendix J*) that includes specific questions to be asked to each individual/family entering the facility. Depending on response, determine what area they are directed to:
 - i. Anyone entering the facility that answers 'no' to all of the screening questions will be directed to Area 'A' (back lobby)



- ii. Anyone entering the facility answers '**yes**' to any of screening questions 1 through 6, or that refuses to answer will be directed to **Area 'B'**(the multi-purpose room) to be isolated and scheduled for a medical assessment if showing symptoms.
 - iii. Anyone entering the facility that answers '**yes**' to **question 7** will be directed to **Area 'C'** (the tournament office/conveners room)
 - iv. The Information/Transfer Centre Coordinator will contact the Fire Chief to arrange for a medical assessment for evacuees located in Area B and C if necessary.
- Distribution of a prepared information flyer to all evacuees.
 - Tracking of completion of staff self-screening (*Appendix K*)

Food Service Team

- Acquisition of food for evacuees and staff (*Appendix L*)
- Distribute food to evacuees and staff at the designated service counter/area in the facility
- Ensure adequate supply of water is available
- Set up garbage disposal units near eating area(s)
- Keep service counters/area clean
- Store and/or dispose leftover food properly
- Clean service counters/area and floors
- Remove garbage
- Maintain and submit all receipts/invoices for purchases consistent with the Town's financial policies and procedures.

Location

The **Vollmer Culture and Recreation Complex**, located at 2121 Laurier Parkway, LaSalle, ON N9J 0B4, is designated as the Primary location for the **Information/Transfer Centre**; see location map provided in *Appendix C*.

All evacuees and public will be directed to the front entrance of the building.

In order to serve as an **Information/Transfer Centre**, the facility will be set-up in accordance with the map provided in *Appendix D*.

Area 'A' (the lobby) is the designated **rest area** for evacuees. Tables and chairs will be set-up allowing for social distancing. Electrical outlets/extension cords will be available as charging stations. Evacuees stationed in the lobby will have access to the **washroom facilities** located in the **pool change rooms** (Area 'A' Washrooms).

Area 'B' (the multi-purpose room) is the designated **isolation area** for evacuees that screen positive for *indicators* of COVID-19. Tables and chairs will be set up providing for social distancing. Evacuees stationed in the multi-purpose room will have access to the **washroom facilities** located **directly next to the room** (Area 'B' Washrooms).



Area 'C' (the tournament office/convenors room) will be set up as a location for **confirmed** COVID-19 positive evacuee(s) to isolate away from the other individuals in the facility. Evacuees stationed in the tournament office/convenors room will have access to the **washroom facilities** located **directly across from Rink A** (Area 'C' Washrooms).

Food/Refreshment Service:

- Evacuees stationed in Area 'A' (the lobby) will receive food/beverages via the concession serving counter.
- Evacuees stationed in Area 'B' (the multi-purpose room) will receive food/beverages via the kitchenette counter located inside the multi-purpose room.
- Evacuees stationed in Area 'C' (the tournament office/convenors room) will receive food/beverages delivered directly to the room.

The **staff room** will be open as a rest area and meal serving area for Town staff.

The Manager of Roads & Fleet is the Emergency Site Manager and is responsible for determining, in conjunction with the Director Public Works, the extent of hazard and whether the Vollmer Culture and Recreation Complex will be impacted. This will be conveyed to the EOC and the MCG will direct the use of the secondary location if necessary. The secondary site would be the Town of Tecumseh, to be established through EOC.

Initiation of Information / Transfer Centre

Subject to the direction of the MCG to establish the **Information/Transfer Centre**, the **Information/Transfer Centre Coordinator** will contact the appropriate Managers and Supervisor to initiate the Plan and open the facility.

The Managers/Supervisor will be responsible for contacting staff within their team of responsibility for the purpose of opening and operating the **Information/Transfer Centre**. Where possible, a pre-determined schedule will be prepared (*Appendix M*).

Upon notification, staff scheduled for the first shift are to report to the Vollmer Culture and Recreation Complex within 30 minutes of notification. The proceeding schedules will resume according to the pre-determined scheduled shifts.

At the time of notification, staff are to complete a self-assessment (*Appendix K*) and advise the Manager/Supervisor if they feel unwell, have a fever, and cough or any other illness. In the event a staff member is unfit for the scheduled shift, the Manager/Supervisor will proceed to contact a replacement.

The Plan prepares for the Information/Transfer Centre to be in operation for 24-hours.



Emergency Medical Response

If staffing levels permit, Essex-Windsor EMS will arrange for Paramedics to be onsite to manage any/all emergency medical situations.

If Essex-Windsor EMS is not onsite, emergency medical responses will be handled in the following manner:

- Physical distancing measures will be maintained at all times.
- Staff will initiate First Response measures by calling 9-1-1.
- 9-1-1 will be informed of the following information:
 - ✓ Details of the medical situation
 - ✓ The area where the individual is located
 - ✓ If known, medical history of the individual, including but not limited to if the individual has or has been in contact with someone who is COVID-19 positive
- Notify LaSalle Fire Service for medical response
- CPR/Activation of the Defibrillator Machine will not be initiated, as staff will not have the required fitted N-95 masks available for protection.
- Staff will ensure that access to the building is available for 9-1-1 responders as reflected in *Appendix E*
 - ✓ A Staff member will wait outside the appropriate entrance of the building to direct emergency responders to access the facility and to the victim.



APPENDIX A – INFORMATION / TRANSFER CENTRE TEAMS

| MANAGEMENT TEAM | | | |
|------------------|--|------------|-------------|
| Staff | Position | Primary # | Alternate # |
| Patti Funaro | Information/Transfer Centre Coordinator <i>Recreation Manager</i> | ██████████ | ██████████ |
| Tano Ferraro | Information/Transfer Centre Coordinator (alternate) <i>Finance Manager</i> | ██████████ | |
| Mark Masanovich | Facility Maintenance Team <i>Manager of Facilities</i> | ██████████ | |
| Julie Turnbull | Evacuee Information Team <i>Supervisor of Programming</i> | ██████████ | |
| Owen Stichhaller | Food Service Team <i>Recreation Supervisor</i> | ██████████ | |

In the event a member of the Management Team is not available, the following individuals have been assigned as designates:

| Staff | Assigned Designate |
|------------------|--------------------|
| Patti Funaro | Tano Ferraro |
| Mark Masanovich | |
| Julie Turnbull | Owen Stichhaller |
| Owen Stichhaller | Julie Turnbull |

| FACILITY AND MAINTENANCE TEAM | | | |
|-------------------------------|----------|-----------|-------------|
| Staff | Position | Primary # | Alternate # |
| | | | |
| | | | |
| | | | |
| | | | |



| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| EVACUEE INFORMATION TEAM | | | |
|---------------------------------|-----------------|------------------|--------------------|
| Staff | Position | Primary # | Alternate # |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| FOOD SERVICE TEAM | | | |
|--------------------------|-----------------|------------------|--------------------|
| Staff | Position | Primary # | Alternate # |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |



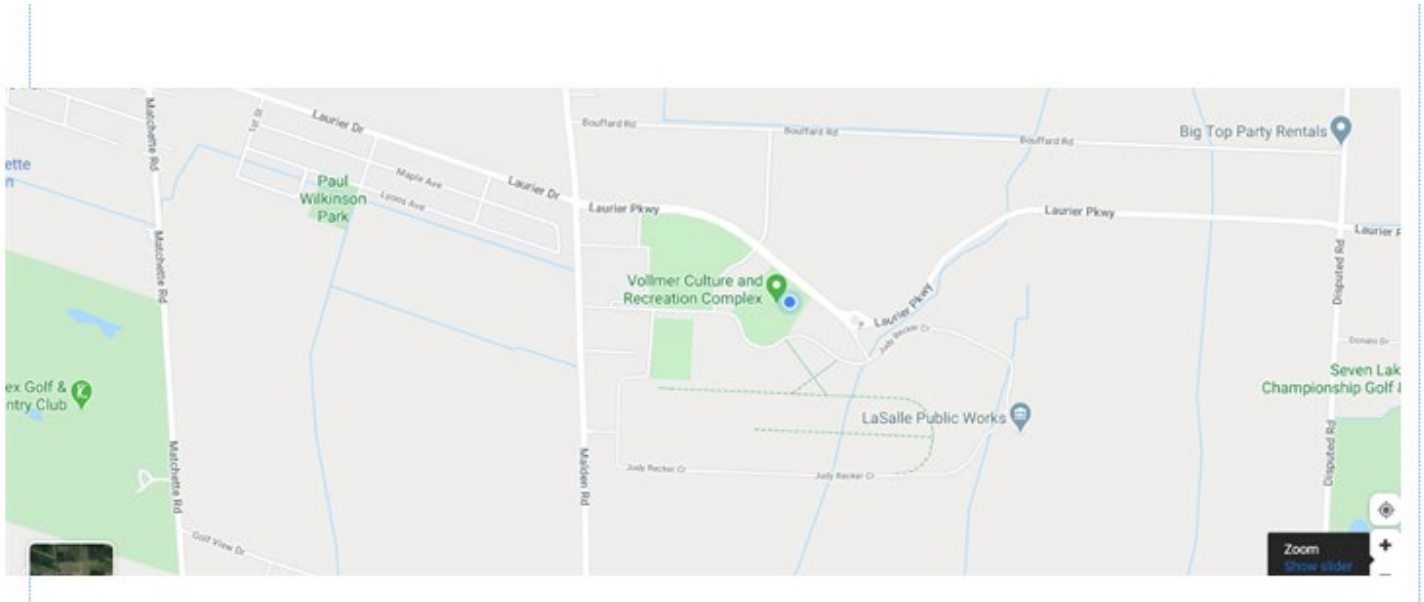
APPENDIX B – STAFF PROTOCOLS

- The Information / Transfer Centre will avoid using staff over the age of 65 and individuals that may be at high risk for COVID-19 (e.g. individuals with chronic conditions like diabetes, heart disease, lung disease etc.)
- All efforts will be made to separate staff into those working with and not working with people who are sick as much as possible. Staff working with symptomatic evacuees will avoid working with evacuees who are well.
- Staff will have:
 - Access to a separate washroom facility from those used by evacuees; the washrooms are located on the second floor
 - Lunches and breaks on a rotating basis to reduce the number of individuals in break areas
- Staff are required to:
 - Complete a self-assessment prior to every shift (*Appendix I*)
 - Self-monitor their symptoms daily, stay home if sick and contact their health care provider or the Windsor Essex County Health Unit.
 - Notify a supervisor with as much notice as possible if they feel unwell, exhibit any symptoms of COVID-19 or any other illness.
- Staff will:
 - Engage in regular and frequent hand hygiene, good respiratory etiquette, and cleaning and disinfecting of the environment
 - Be provided with PPE (surgical/procedure or cloth masks/gloves) and will be required to wear the PPE while in the facility
 - Be clearly identified as Town employees by way of wearing ID lanyards and safety vests
 - Maintain minimum 2 metre (6 feet) physical distance from evacuees and other staff members
 - Enter / exit the building using the door located near the food court (separate entrance from that being used by evacuees).
 - Avoid moving equipment or other items between areas with sick and non-sick people to reduce risk of transmission through indirect contact.
 - Avoid movement between floors, units and facilities when possible.
 - Always practice strict hand hygiene when moving between evacuees.
- Staff should prepare a backpack of personal items to bring with them for their scheduled shift (change of clothes, change of shoes/boots) in the event they are required. Items will be secured in the facility operator office and/or front desk/boat office. (staff are encouraged to keep as many personal belongings in their car or at home as possible).

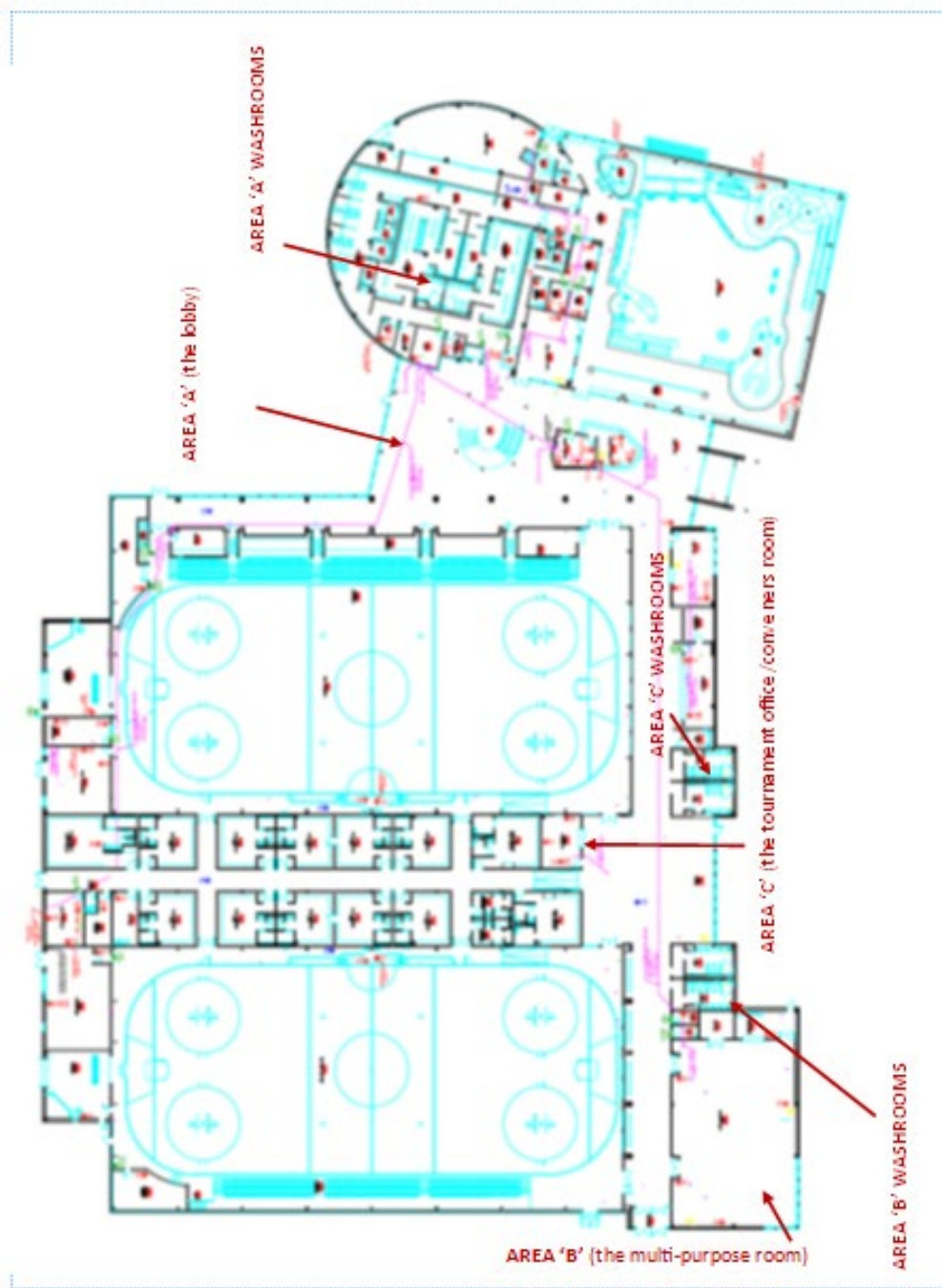


APPENDIX C – VOLLMER CULTURE AND RECREATION COMPLEX LOCATION

VOLLMER CULTURE AND RECREATION COMPLEX
2121 LAURIER PARKWAY, LaSalle, ON N9J 0B4



APPENDIX D – MAP OF PRIMARY LOCATION FACILITY SET-UP

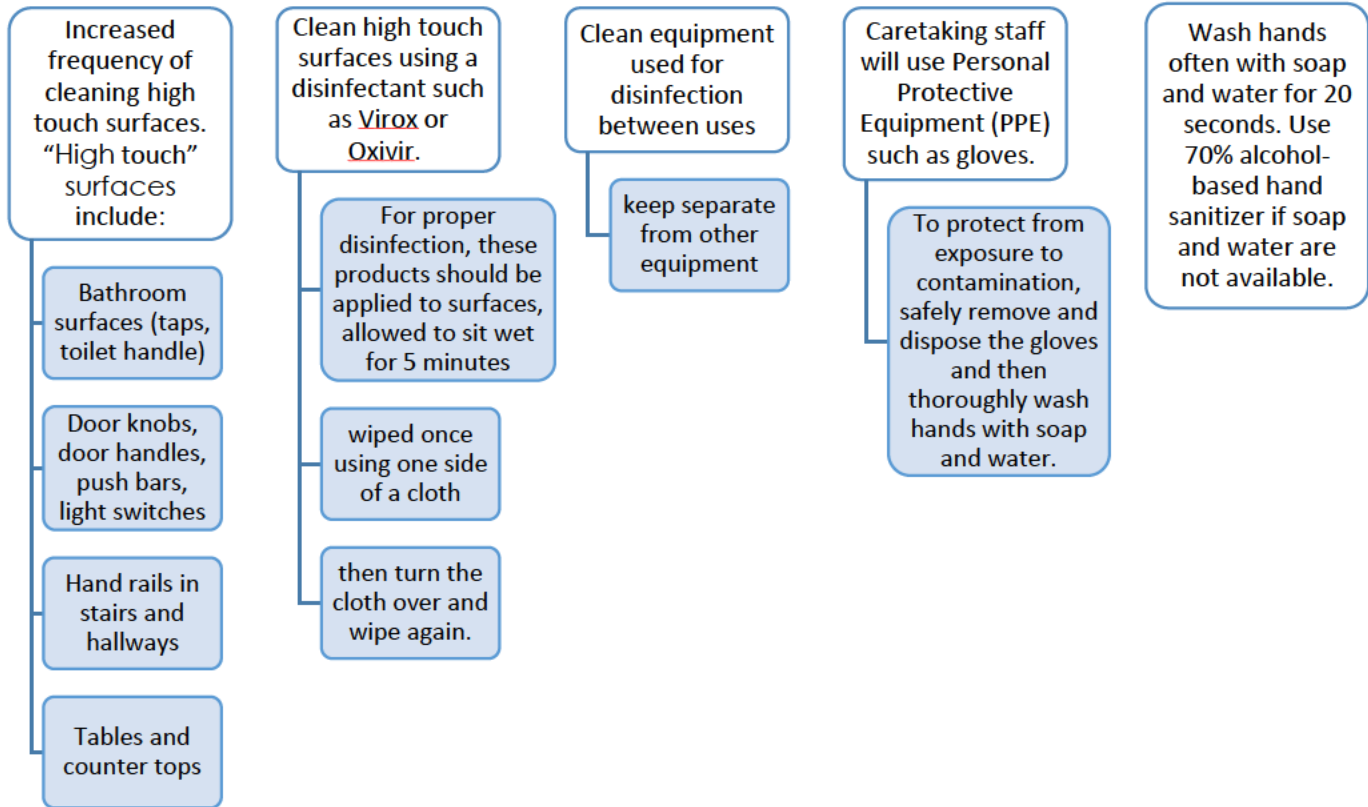


APPENDIX E – MAP OF ROUTE FOR FIRST RESPONDERS AND LASALLE TRANSIT





APPENDIX G – CLEANING CHART





APPENDIX H – SCREENING PROCESS FOR EVACUEES:

- Those entering the facility will be restricted to one entrance and actively screened upon entrance.
- Physical distancing signage will be displayed for those waiting in line to enter the facility.
- Staff conducting screening will be equipped with a surgical/procedure or cloth mask and be positioned at least 2 metres (6 feet) away from each evacuee when asking screening questions
- Screening questions will be asked to evacuees as they enter the **Information/Transfer Centre** (*Appendix G*)
- Use a one-at-a-time entrance process with staff waiting until screening is complete before allowing the next person
- Each person will be required to wear a surgical/procedure mask. If they do not have a surgical/procedure or cloth or similar mask, one will be provided to them.
- Each person will be asked to wash hands using soap and water or sanitize using an alcohol based hand rub (70%-90% alcohol content)
- Location for Information/Screening desk will be set up at least 2 metres (6 feet) away from the person to be screened with a Plexiglas barrier between staff and evacuees
- A log will be maintained of anyone entering the facility with information including, but not limited to, name, phone number and date & time of entry
- A separate isolation room and clear path will be established for individuals who fail screening at the screening checkpoint.
- A freestanding hand sanitizer will be set at the entry door for evacuees.
- To reinforce appropriate physical distancing measures between individuals waiting to enter the facility, 2 metre (6ft) line markings will be created on the sidewalk outside of the evacuee entrance to the facility.



APPENDIX I – SCREENING SCRIPT

| | | | | | |
|--|---|---------------------------------------|---|--|--|
| <p>Step 1: Welcome</p> | <p>Hello.</p> <p>Please be aware that this is an Information/Transfer Centre for those who had to evacuate their homes due to an emergency. This is a temporary location to allow you time to make arrangements to move to an alternate safe temporary shelter location.</p> | | | | |
| <p>Step 2: Directions</p> | <p>While in the facility, please ensure that all members of your party remain together. While in the facility, you must:</p> <ul style="list-style-type: none"> • Wear a face mask – surgical or procedure mask or cloth, for example • Maintain physical distancing of 2 metres (6 feet) • Wash your hands and/or use hand sanitizer | | | | |
| <p>Step 3: Confirmation</p> | <p>Do you understand and agree to these conditions?</p> <ul style="list-style-type: none"> • <i>If they answer YES, proceed to next step</i> • <i>If they answer NO, provide them with an information sheet and directions on how they can make alternate arrangements.</i> | | | | |
| <p>Step 4: Explanation</p> | <p>I have a few questions to ask you that pertain to all members in your party. This information is confidential and is only collected for the purposes of directing evacuees within the facility and in the event follow-up contact is required.</p> | | | | |
| <p>Step 5: Checklist</p> | <p>Proceed to checklist</p> | | | | |
| <p>Step 6: Action</p> | <p>Directions based on Checklist Responses</p> <table border="1" data-bbox="279 1144 1581 1869"> <tr> <td data-bbox="279 1144 526 1375"> <p>Answered “No” to all questions</p> </td> <td data-bbox="532 1144 1581 1375"> <ul style="list-style-type: none"> • Thank them for their patience • Inform the Evacuee(s) they may proceed to AREA ‘A’ (the lobby). • Provide them with the INFORMATION FLYER • If they do not already have one, provide them with a surgical/procedure mask • Request that they use hand-sanitizer for 15 seconds </td> </tr> <tr> <td data-bbox="279 1383 526 1869"> <p>Answered “YES” to any questions</p> </td> <td data-bbox="532 1383 1581 1869"> <ul style="list-style-type: none"> • Immediately inform the Coordinator on duty • Thank the Evacuee for their patience • Advise the Evacuee(s) that, they will have to proceed to AREA ‘B’ (the multi-purpose room) if they answered yes to any of questions 1 through 6 OR • Advise the Evacuee(s) that, they will have to proceed to AREA ‘C’ (the tournament office/conveners room) if they answered yes to question 7. • Provide them with the INFORMATION FLYER • If they do not already have one, provide them with a surgical/procedure mask • Request that they use hand-sanitizer for 15 seconds </td> </tr> </table> | <p>Answered “No” to all questions</p> | <ul style="list-style-type: none"> • Thank them for their patience • Inform the Evacuee(s) they may proceed to AREA ‘A’ (the lobby). • Provide them with the INFORMATION FLYER • If they do not already have one, provide them with a surgical/procedure mask • Request that they use hand-sanitizer for 15 seconds | <p>Answered “YES” to any questions</p> | <ul style="list-style-type: none"> • Immediately inform the Coordinator on duty • Thank the Evacuee for their patience • Advise the Evacuee(s) that, they will have to proceed to AREA ‘B’ (the multi-purpose room) if they answered yes to any of questions 1 through 6 OR • Advise the Evacuee(s) that, they will have to proceed to AREA ‘C’ (the tournament office/conveners room) if they answered yes to question 7. • Provide them with the INFORMATION FLYER • If they do not already have one, provide them with a surgical/procedure mask • Request that they use hand-sanitizer for 15 seconds |
| <p>Answered “No” to all questions</p> | <ul style="list-style-type: none"> • Thank them for their patience • Inform the Evacuee(s) they may proceed to AREA ‘A’ (the lobby). • Provide them with the INFORMATION FLYER • If they do not already have one, provide them with a surgical/procedure mask • Request that they use hand-sanitizer for 15 seconds | | | | |
| <p>Answered “YES” to any questions</p> | <ul style="list-style-type: none"> • Immediately inform the Coordinator on duty • Thank the Evacuee for their patience • Advise the Evacuee(s) that, they will have to proceed to AREA ‘B’ (the multi-purpose room) if they answered yes to any of questions 1 through 6 OR • Advise the Evacuee(s) that, they will have to proceed to AREA ‘C’ (the tournament office/conveners room) if they answered yes to question 7. • Provide them with the INFORMATION FLYER • If they do not already have one, provide them with a surgical/procedure mask • Request that they use hand-sanitizer for 15 seconds | | | | |



APPENDIX J – SCREENING CHECKLIST FORM

Date of Entry: _____ Time of Entry: _____ Time of Departure: _____

Phone Number: _____ Alternate Phone Number: _____

Individual: _____ Family: _____ Number of Family Members: _____

Last Name: _____ First Name: _____

Family Member # 2 Name: _____ Family Member # 3 Name: _____

Family Member # 4 Name: _____ Family Member # 5 Name: _____

Step 1:

1. Do you (or anyone in your party) have any of the following symptoms: a fever, new onset of cough, worsening chronic cough, shortness of breath or difficulty breathing?

| | |
|-----|----------------------|
| Yes | <input type="text"/> |
| No | <input type="text"/> |

2. Have you (or anyone in your party) had close contact with anyone with acute respiratory illness or have travelled outside of Canada in the past 14 days?

| | |
|-----|----------------------|
| Yes | <input type="text"/> |
| No | <input type="text"/> |

3. Have you (or anyone in your party) been tested for COVID-19 and are awaiting results?

| | |
|-----|----------------------|
| Yes | <input type="text"/> |
| No | <input type="text"/> |

4. Have you (or anyone in your party) had close contact with a confirmed case of COVID-19?

| | |
|-----|----------------------|
| Yes | <input type="text"/> |
| No | <input type="text"/> |

5. Do you (or anyone in your party) have two (2) or more of the following symptoms?

Sore throat
 Hoarse voice
 Difficulty swallowing
 Nausea / vomiting
 Nasal congestion without other known cause
 Decreased or lose sense of taste or smell
 Chills

| | FM 1 | FM 2 | FM 3 | FM 4 | FM 5 |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |



- Headaches
- Pink eye (conjunctivitis)
- Unexplained fatigue / malaise
- Diarrhea
- Abdominal pain
- Runny nose / sneezing without other known cause
- Nasal congestion without other known cause

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

6. Are you (or anyone in your party) 65 years of age or older, are experiencing any of the following symptoms: delirium, unexplained or increased number of falls, acute functional decline, or worsening of chronic conditions?

Yes

No

7. Have you (or anyone in your party) have a confirmed case of COVID-19?

Yes

No

Step 2:



If all answers are NO:

- Evacuee may proceed to **Area 'A'** in the lobby
- Provide the Evacuee with the **INFORMATION FLYER**
- If they do not already have one, provide them with a **surgical/procedure mask**
- Request that they use hand-sanitizer for 15 seconds



If any answer are YES in Questions 1 through 6:

- Evacuee will have to proceed to **Area 'B'** located in the multi-purpose room
- Immediately **inform the COORDINATOR** on duty
- Provide the Evacuee with the **INFORMATION FLYER**
- If they do not already have one, provide them with a **surgical/procedure mask**
- Request that they use hand-sanitizer for 15 seconds



If YES to Question 7:

- Evacuee will have to proceed to **Area 'C'** located in the tournament/convenor room
- Immediately **inform the COORDINATOR** on duty
- Provide the Evacuee with the **INFORMATION FLYER**
- If they do not already have one, provide them with a **surgical/procedure mask**
- Request that they use hand-sanitizer for 15 seconds



APPENDIX K – COVID-19 SELF ASSESSMENT FOR STAFF

The self-assessment is only meant as an aid and cannot diagnose you. If you have medical questions, consult a health practitioner or your local public health unit.

Are you currently experiencing any of these issues? Call 911 if you are.

- Severe difficulty breathing
(struggling for each breath, can only speak in single words)
- Severe chest pain
(constant tightness or crushing sensation)
- Feeling confused or unsure of where you are
- Losing consciousness

Are you currently experiencing any of these symptoms? Choose any/all that apply.

- Fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)
- Chills
- Cough that's new or worsening (continuous, more than usual)
- Barking cough, making a whistling noise when breathing (croup)
- Shortness of breath (out of breath, unable to breathe deeply)
- Sore throat
- Difficulty swallowing
- Runny nose (not related to seasonal allergies or other known causes or conditions)
- Stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
- Lost sense of taste or smell
- Pink eye (conjunctivitis)
- Headache
- Digestive issues (nausea/vomiting, diarrhea, stomach pain)
- Muscle aches
- Extreme tiredness that is unusual (fatigue, lack of energy)
- Falling down often
- For young children and infants: sluggishness or lack of appetite
- None of the above

Are you in any of these at-risk groups?

- 70 years old or older
- pregnant or recently gave birth
- getting treatment that compromises (weakens) your immune system
(for example, chemotherapy, medication for transplants, corticosteroids, TNF inhibitors)
- having a condition that compromises (weakens) your immune system
(for example, lupus, rheumatoid arthritis, other autoimmune disorder)



- having a chronic (long-lasting) health condition
(for example, diabetes, emphysema, asthma, heart condition)
- regularly going to a hospital or health care setting for a treatment
(for example, dialysis, surgery, cancer treatment)

In the last 14 days, have you been in close physical contact with someone who tested positive for COVID-19?

Close physical contact means:

- being less than 2 metres away in the same room, workspace, or area for over 15 minutes
- living in the same home

In the last 14 days, have you been in close physical contact with a person who either:

- is currently sick with a new cough, fever, or difficulty breathing?
- or
- returned from outside of Canada in the last 2 weeks?

Close physical contact means:

- being less than 2 metres away in the same room, workspace, or area for over 15 minutes
- living in the same home

Have you travelled outside of Canada in the last 14 days?



APPENDIX L – FOOD SERVICING

During the current COVID-19 conditions, restrictions will be placed on the food service options including limited meal options for evacuees:

- Single-serve; boxed-style meals
 - limited dietary meal options (ie: diabetic meal options but no vegan options)
 - Boxed meals to include cutlery and napkins
- Single-serve refreshments (ie: bottles of water, pop, coffee)
- Single-serve snacks (ie: granola bars)

| Service Schedule | Available |
|-------------------|--|
| Morning | Single-Served Snacks: muffins, bagels, granola bars Beverages: Bottled water, coffee/tea |
| Lunch / Afternoon | Boxed meal: Pre-made sandwiches/wraps, chips, piece of fruit Beverages: Bottled water, coffee/tea |
| Dinner / Evening | Boxed meal: Pre-made sandwiches/wraps, chips, piece of fruit Beverages: Bottled water, coffee/tea |

Food Serving for Evacuees in Area ‘A’ (the lobby):

The concession is the designated location for food/refreshments to be served to evacuees located in Area ‘A’ (the lobby). A physical barrier, such as a sheet of plexi-glass will be set-up at the serving window of the concession to ensure social distancing/non-contact service for the staff. Evacuees, while maintaining physical distancing, will be able to pick up food/beverages at concession window.

Food Serving for Evacuees in Area ‘B’ (the multi-purpose room):

To distribute food / refreshments to evacuees located in Area ‘B’ (the multi-purpose room), the following process will be followed:

- A staff member will bring the food/refreshments to the multipurpose room kitchenette where it will be left on the counter (window open)
- Once the staff member leaves the area, the evacuee(s) may retrieve the food/refreshments from the counter

Food Serving for Evacuees in Area ‘C’ (the tournament office/conveners room):

To distribute food / refreshments to evacuees located in Area ‘C’ (the tournament office/conveners room), the following process will be followed:

- A staff member will bring the food/refreshments on a cart to the tournament office/conveners room where it will be left
- Once the staff member leaves the area, the evacuee(s) may retrieve the food/refreshments from the cart

Food Servicing for Staff:

Food and refreshments will be available for staff in the staff room. While in the staff room, staff will be responsible to maintain social distancing.



APPENDIX M – STAFF SCHEDULE

| | Management | Facility Maintenance | Administration / Reception Desk | Food Servicing / Canteen |
|----------------------------|---------------------------|--------------------------------|---|---------------------------------|
| 8:00 AM to 4:00 PM | 1 - Manager or Supervisor | 1 - Full Time 1 - Part Time | 2 - Staff 1 for screening entrance 1 for information desk | 1 - Staff |
| 4:00 PM to 12:00 AM | 1 - Manager or Supervisor | 1 - Full Time 1 - Part Time | 2 - Staff 1 for screening entrance 1 for information desk | 1 - Staff |
| 12:00 AM to 8:00 AM | 1 - Manager or Supervisor | 1 - Full Time 1 - Part Time | 2 - Staff 1 for screening entrance 1 for information desk | 1 - Staff |



APPENDIX O – CONTACT INFORMATION

| Agency Name: Town of LaSalle | | | | |
|--|--------------|--|-----------------------------|---------------------|
| Contact | Name | Position | Preferred Phone (Emergency) | Email |
| Primary | Patti Funaro | Information/Transfer Station Coordinator <i>Recreation Manager</i> | [REDACTED] | pfunaro@lasalle.ca |
| Secondary | Tano Ferraro | Information/Transfer Station Coordinator (Alt) <i>Finance Manager</i> | [REDACTED] | gferraro@lasalle.ca |
| Roles and Activities: <ul style="list-style-type: none"> Information / Transfer Centre Work with Canadian Red Cross who will handle evacuee registrations (virtual) and required supplies for Information/Transfer Centre Work with Windsor Social Services to coordinate the Information/Transfer Centre operations | | | | |

| Agency Name: Canadian Red Cross | | | | |
|--|--------------|----------------------------------|-----------------------------|--|
| Contact | Name | Position | Preferred Phone (Emergency) | Email |
| Primary | Donna Girard | Emergency Management Coordinator | [REDACTED] | donna.girard@redcross.ca |
| Secondary | Rotating | On Duty Officer | [REDACTED] | ONDutyOfficer@redcross.ca |
| Roles and Activities: <ul style="list-style-type: none"> 24/hour emergency pager 519-259-6580 for Windsor Team | | | | |

| Agency Name: City of Windsor | | | | |
|-------------------------------------|------------------|--|-----------------------------|--|
| Contact | Name | Position | Preferred Phone (Emergency) | Email |
| Primary | Phong Nguy | Manager Contracts, Field & Maintenance | [REDACTED] | pnguy@citywindsor.ca |
| Secondary | Roberta Harrison | Maintenance Coordinator | [REDACTED] | roharrison@citywindsor.ca |



| Agency Name: City of Windsor | | | | |
|--|--------------------------------|---|-----------------------------|--|
| Contact | Name | Position | Preferred Phone (Emergency) | Email |
| Primary | Mary Ellen Bernard (temporary) | Community Development & Health Services | [REDACTED] | mbernard@citywindsor.ca |
| Secondary | Emily Bertram | Emergency Planning Officer | [REDACTED] | ebertram@citywindsor.ca |
| Roles and Activities: | | | | |
| <ul style="list-style-type: none"> Infrastructure maintenance, flood control, winter maintenance, field services, construction contracts, | | | | |

| Agency Name: Windsor Fire & Rescue Services | | | | |
|---|-----------------|-------------------|-----------------------------|--|
| Contact | Name | Position | Preferred Phone (Emergency) | Email |
| Primary | Stephen Laforet | Fire Chief / CEMC | [REDACTED] | slaforet@citywindsor.ca |
| Roles and Activities: | | | | |
| <ul style="list-style-type: none"> CEMC role for City of Windsor | | | | |

| Agency Name: Town of Tecumseh | | | | |
|---|--------------|----------------------------------|-----------------------------|--|
| Primary | Name | Position | Preferred Phone (Emergency) | Email |
| | Paul Anthony | Director of Parks and Recreation | [REDACTED] | panthony@tecumseh.ca |
| Secondary | Name | Position | Preferred Phone (Emergency) | Email |
| | Wade Bondy | Fire Chief/CEMC | [REDACTED] | |
| Roles and Activities: | | | | |
| <ul style="list-style-type: none"> Secondary/back-up transfer/information site | | | | |



APPENDIX P – SHORT TERM/LOW CAPACITY COOLING CENTRE PLAN

The purpose of this appendix is to establish a plan to operate a **Short-term/Low Capacity Cooling Centre** to support the Essex County Heat Alert and Response Plan during the COVID-19 pandemic.

The Cooling Centre would operate seven days a week from 11:00 am until 7:00 pm.

LOCATION:

The **LaSalle Civic Centre**, located at 5950 Malden Road, LaSalle ON N9J 1S4 is designated as the Primary location for the **Short-term/Low Capacity Cooling Centre**.

In order to serve as a **Short-term/Low Capacity Cooling Centre**, the facility will be organized in the following manner:

- All attendees will be subject to the Screening Process outlined in Appendix H. Screening will be conducted by on-site security at the public entrance located closest to the parking lot. After screening, attendees will be directed in the following manner:
 - **Area 'A'** (the atrium) is the designated area for anyone attending that answers no to all questions on the Screening Checklist Form (*Appendix J*). Tables and chairs will be set up allowing for physical distancing. The women's washroom will be reassigned and designated as the washroom for Area 'A'.
 - **Area 'B'** (the seniors' room) is the designated area for anyone attending that answers yes to any of questions 1 through 6 on the Screening Checklist Form (*Appendix J*). Tables and chairs will be set up allowing for physical distancing. The men's washroom will be reassigned and designated as the washroom for Area 'B'.
 - **Area 'C'** (the Matchette Room) is the designated area for anyone attending that answers yes to question 7 on the Screening Checklist Form (*Appendix J*). The washroom adjacent to the Matchette Room will be the designated washroom for Area 'C'.

The **Short term/Low Capacity Cooling Centre** will be established at the direction of the MCG.

The **Information/Transfer Centre Coordinator** or alternate will be responsible for overseeing the **Short-term/Low Capacity Cooling Centre Plan**. The **Manager of Facilities** will be responsible for the coordination the facility set-up as outlined and the on-going maintenance, cleaning and disinfecting of the **Short term/Low Capacity Cooling Centre**.