



## NOTICE TO COUNTY STAFF & VISITORS

**AS AT MARCH 17, 2020**

The Province has now declared a State of Emergency and continues to take significant steps to limit the transmission of the COVID-19 virus. Further to the notice circulated on March 15, we have enhanced the precautionary measures, and as a result, have implemented the following, effective immediately;

- Please be advised that public access to the Lanark County Administration Building, Lanark County Public Works Building, Carleton Place and Smiths Falls Sub-Offices remains restricted to **essential services only** (Ontario Works & Housing Services, who are being screened at main entrance), due to COVID-19 precautions.
- Our essential services (Ontario Works, Housing Services, Long-Term Care and Public Works) are open for business. Please contact staff by phone and/or email.
- In an effort to enhance the health, safety and well-being of staff who work in the Lanark County Administration Building, please adhere to the following measures, effective Wednesday, March 18:
  - ONLY staff who provide core services, or those whom support those core services, will be permitted in our buildings (Lanark County Administration Building (LCAB), Public Works Building, Carleton Place and Smiths Falls Sub-Offices). Departmental managers will be informing employees where they will be assigned (this will be subject to change in the future).
  - Staff who work in the lower level of the LCAB, please use the rear staff entrance ONLY and avoid accessing the main level.
  - Staff who work on the main level of the LCAB, please use the front entrance ONLY and avoid accessing the lower level.

Designated Staff will be set up to work from home as part of our business continuation planning.

- For staff who are currently travelling outside Canada, you will be at home for 14 calendar days upon return to Canada, on paid Home Assignment. Please speak directly to your Manager/Supervisor.
- For staff who have family members (who cohabitate in the same household), who have travelled outside Canada, effective immediately you will be at home for 14 calendar days upon return to Canada, on Sick Leave. Please speak directly to your Manager/Supervisor.
- For staff who chose to leave Canada after March 15<sup>th</sup>, 2020 or anytime thereafter, you will be required to stay away from work for 14 calendar days upon return to Canada, using personal entitlements (vacation, float, overtime). Please speak directly to your Manager/Supervisor.
- For staff that have concerns about coming to work due to existing health issues, please speak directly to your Manager/Supervisor.
- Staff are not permitted to attend any external meetings, conferences, workshops, etc. Please speak with your Manager/Supervisor if you have questions.
- The County Council, Public Works and Economic Development Committee meetings scheduled for Wednesday, March 25, 2020 have been postponed. Meetings will be rescheduled accordingly, in due time.
- The Land Division Committee meeting scheduled for Tuesday, April 14, 2020 has been postponed. This meeting will be rescheduled accordingly.
- The Warden, County Council and Executive Management Team continue to monitor the situation and take direction from the Federal and Provincial government and Health Unit. As the situation continues to evolve, we will continue to keep you updated. Communication will be posted on the main page of the County website, and County social media platforms.
- As always, staff and residents are encouraged to be proactive and follow Health Unit directives on protecting themselves and their family during this situation.