



BEST ADMINISTRATIVE PRACTICES DURING COVID-19 PANDEMIC

v. 03232020

I. Office Guidelines - “Adapted Administrative Operations”

A balance must be achieved between the maintenance of maximum services for the Cree Nation and the maintenance of social distancing and precautionary measures. Experience has shown that it is very important to maintain the greatest semblance of normal activity to assist in maintaining public confidence and calm.

Only Essential Services and Business are permitted to continue operating, please verify the list of ***Essential Services***.

It is always permissible and encouraged for employees not listed in ***Essential Services*** to work from home.

1. Directions to staff

All staff should be instructed to practice social distancing:

- Remaining six (6) feet from individuals
- Washing hands before and after touching individuals
- Coughing or sneezing into a tissue, or sleeve

2. Screening staff

Unless an employee meets one of the following conditions there is nothing to prevent them from coming to work:

- a) Has symptoms of a fever, coughing, difficulty breathing, OR sneezing; (they should stay home)
- b) Have travelled outside Canada within the last 14 days with or without symptoms; (they should stay home and call the clinic if they have symptoms)
- c) Has been in contact with someone confirmed of having COVID19; (they should stay home and call the clinic)
- d) Awaiting test results to determine if they have COVID-19. (they should stay home and follow instructions)

3. Hygiene and environmental management

Hygiene is one of the simplest and most effect measures for controlling the propagation of COVID-19. The following are practices beyond the normal measures taken in the management of administrative offices.

a) Increase in cleaning services

Having cleaning services doubled daily would increase the ability to control COVID-19. Having cleaning crews come in at noon to wipe and disinfect surfaces, especially high-traffic common areas, instead of only doing it at the end of the day would increase the cleanliness and assist in reminding people of the importance of cleanliness today. Cleaning staff need to ensure use of proper equipment such as gloves, but masks are not recommended.

b) Washing and sanitization stations

Washing hands remains the simplest and most effective measure for preventing the spread of COVID-19. It is therefore imperative that soap, water and disposable towels be made available in restrooms. Administrations should provide additional washing stations if possible. It is also better to dry hands with disposable towels rather than air dryers. Alcohol-based hand sanitization stations are also useful in the same manner.

c) Water Fountains

Water fountains in office and facilities should be disabled as a potential source of germs. This measure does not apply to stations for filling water bottles.

4. Social Distancing

a) Staggering Office hours/shifts

Staggering times when staff come to the office will alleviate traffic and the concentration of personnel. Employers should consider staggering times of the day or days of the week when staff would be expected to come into work.

b) Management of Services and Meetings

- a. Limiting Access to Office: Notices should be placed on public entrances: "Meetings and Services are Delivered by Appointment Only"
- b. Directive on Management of Services: Staff should be directed to the greatest extent possible to manage appointments, meetings and consultations through telephone or videoconference communications.

5. Children in the workplace

Having children in the workplace is prohibited considering the challenge that they add to the need to keep workplaces particularly hygienic during these critical times. The following measures should be considered:

- a) Child Care Centres and Schools are required to maintain services for the children of employees that fall under Essential Services;
- b) When possible, employers should allow employees to work from home if they are unable to secure childcare services, family or friends that can watch over the children;

II. LOCAL BUSINESSES

It is imperative that measures be put in place to support as many local businesses as possible such as gas stations, grocery stores, convenience stores or restaurants. The continuous operation of these businesses is key to keeping local populations calm and avoiding actions such as “panic shopping” which has plagued other jurisdictions. There are many outside frontline essential workers in our communities that rely on these services and cannot function without them.

1. Management of Capacity

Businesses on the **Essential Services** list are required to limit the number of customers (10 or less as determined by Local Council) that enter facilities to prevent the inadvertent accumulation of crowds or groups. The number cannot be greater than would prohibit the practice of social distancing.

Entrance should be limited to one member per household.

2. Management of Client Distances

Tape or Markings must be placed on the floor to assist clients to keep a safe distance (2 meters) from one another when in line at the cashier’s counter is a very useful measure.

3. Cleaning Transaction Surfaces

Counter tops and transaction surfaces (ATM machines) must be wiped after each transaction. Businesses are encouraged to avoid the use of cash or other physical forms of currency for transactions.

4. Management of Hours of Operation

Businesses are authorized to extend store hours for the purpose reducing concentration of customers and alleviating the urge for panic shopping.

Businesses may also designate hours for elders or vulnerable community members only.

5. Authorization to Limit Purchases when Required

There is no reason to be concerned on the supply of goods to the stores in Eeyou Istchee. That being said, there are businesses in the South which are experiencing “panic shopping” and the irrational depletion of resources. It is important that this not be allowed to go unchecked in stores in Eeyou Istchee. Store managers must be ready to exercise their authority to limit the number of purchases of an item per customer should the need arise. For example, one package of toilet paper per customer.

6. Restaurants

Restaurants are only allowed to maintain delivery or take-out services

7. Homemade Take Out Plates

The Public should be made aware that although the “Homemade Take Out Plates” are important components of the local economy, they represent a significant risk to the propagation of the COVID-19 as the preparation of the food is not regulated and contamination by the virus would have very serious consequences.

III. Community Points of Entry

1. Airports

Only essential travel is permitted through airports at this time.

As operators responsible for the continuing functioning of the airports there are measures that can be taken:

- a) Increasing cleaning services to be carried out before and after flights and charters versus only once per day;
- b) The maintenance and stocking of proper hand washing facilities;
- c) The distribution of "Community Entrance Advisory" for those coming into the community and "Travel Advisories" for those leaving the community.