



Title: Infectious Disease Management Plan	Policy No.: 16-01
Section: 02	Page No.: 1 of 17 E

Legislation Reference:	Municipal Government Act and Alberta Occupational Health and Safety
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Purpose:	The infectious Disease Management Plan provides for coordination of activities involving various Departments of the Smoky Lake County during a “Public Health Emergency” affecting all or part(s) of the municipality.
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Policy Statement and Guidelines:	
1. INTRODUCTION	
1.1 <u>Objective:</u>	The primary focus of this plan is to provide a guide for all departments within the Smoky Lake County as they work together during a public health emergency.
1.2 <u>Situation:</u>	Local officials with Alberta Health Services will be the lead agency in directing the appropriate public health response following a public health emergency within the Area of Smoky Lake County. (AEMA) will help with this coordination of this response for the Government Operation Center.
1.3 <u>Act & Regulation:</u>	<i>Public Health Act:</i> Section 1 (hh.1) defines a Public Health Emergency as: “an occurrence or threat of an illness, a health condition, an epidemic or pandemic disease, a novel or highly infectious agent or biological toxin, or the presence of a chemical agent or radioactive material that poses a significant risk to the public health.”
1.4 <u>Public Health Agency of Canada:</u>	Public Health Agency of Canada’s role is to promote health, prevent and control chronic and infectious diseases, prepare for and respond to public health emergencies. The Public Health Agency of Canada is governed by Bill C-5: of the <i>Public Health Agency of Canada Act</i> . The act shares the jurisdiction over public health between Canada and all the provinces. In the province of Alberta this falls to Alberta Health.

Title: Infectious Disease Management Plan	Policy No.: 16-01
Section: 02	Page No.: 2 of 17 E

Policy Statement and Guidelines:

1.5 Assumptions:

In developing the **Infectious Disease Management Plan**, the following assumptions were made:

- 1.5.1 There may be little to no advance notice that a public health emergency exists in the municipality.
- 1.5.2 A coordinated, interagency approach will be essential to the management and mitigation of an infectious disease.
- 1.5.3 Should an infectious disease lead to a public health emergency, it can place a severe strain on the region of the Smoky Lake County and financial resources.
- 1.5.4 The ability of the Smoky Lake County to maintain all services will be challenged, with a significant percentage of its employees being absent, either due to the illness or death, having to care for others, or failing to report to work out of fear.
- 1.5.5 All Smoky Lake County departments providing critical or vital services will develop a plan that can be activated in the event of a public health emergency.
- 1.5.6 If impacted, the Smoky Lake County will set priorities as to the level of services that will be provided based on the needs of the County.

2. CONCEPT OF OPERATIONS

2.1 General Intent:

Smoky Lake County will provide overall coordination of activities related to public health emergency and the potential impact on residents. This will also include any activities that take place in the Emergency Operations Center.

Title: Infectious Disease Management Plan	Policy No.: 16-01
Section: 02	Page No.: 3 of 17 <i>E</i>

Policy Statement and Guidelines:

Based on a worst-case scenario, the objectives of managing and coordinating the Smoky Lake County following a public health emergency are to:

2.1.1 Continue and Maintain:

- Emergency Services.
- Municipal Government and critical administrative support functions.
- Smoky Lake County Public Works Services.
- Water, Wastewater and Waste Management Services.
- Natural Gas Services

2.1.2 Provide information to the Smoky Lake County employees in a timely manner.

2.1.3 Provide support to Alberta Health Services in the Smoky Lake County region should they activate their Public Emergency Response Plans:

- As ordered by the medical officer of health, close public buildings and facilities to minimize the spread of the infection.
- When requested, provide assistance in identifying alternative care facilities, triage centers, immunization sites, and temporary morgue facilities.
- As required, arrange for patient transportation services.
- Assist with emergency volunteer recruiting and registration.
- When needed, identify sources of specialty supply.

Title: Infectious Disease Management Plan	Policy No.: 16-01
Section: 02	Page No.: 4 of 17 E

Policy Statement and Guidelines:

2.2 Emergency Declarations:

Should a public emergency in all or parts of the health region that includes the region of the Smoky Lake County occur, the appropriate authorities within Alberta health services shall be responsible for declaring Local States of Public Emergency pursuant to the *Alberta Public Health Act* - chapter P-37.

Should an emergency exist in all or parts of the Smoky Lake County, the local authority for the municipality shall be responsible for the declaring a State of Local Emergency pursuant to the *Alberta Emergency Management Act* - chapter E-6.8;

Both acts are equal in authority. This emphasizes the need for a collaborative approach to offset the potential for conflict that may arise between the two authorities, such as attempting to access the same limited resources for separate purposes of functions. Any declarations should be made in unison.

3. PHASES OF EMERGENCY MANAGEMENT

Smoky Lake County will, along with its Regional Disaster Plan, have four phases in relation to public health:

- ▶ **Preparedness**
- ▶ **Mitigation**
- ▶ **Response**
- ▶ **Recovery**

3.1 Preparedness:

3.1.1 In order to prepare for a public health emergency the Smoky Lake County will identify essential services as well as what can be minimized or deferred. Each department will develop contingency plans for operating at reduced staffing levels (worst case scenario could be up to 30% reduction in the available work force).

Title: Infectious Disease Management Plan	Policy No.: 16-01
Section: 02	Page No.: 5 of 17 <i>E</i>

Policy Statement and Guidelines:

3.1.2 All Smoky Lake County Departments will maintain updated resource inventories of supplies, equipment and personnel, including possible sources of replacements. Departments will prepare or produce additional supplies, as required. Mapping and demographic information will be reviewed and updated, as required.

3.1.3 Although cross-training of staff is an on-going practice, an emphasis on cross-training will continue to be pursued as part of the preparedness requirements of this policy.

3.2 Mitigation:

3.2.1 In order to prepare for a public health emergency all Smoky Lake County personnel will be encouraged to voluntarily participate in immunization programs.

3.2.2 In addition, information will be provided on personal hygiene techniques. Staff will be educated as to when to stay away from the work place.

3.3 Response:

3.3.1 The Emergency Operations Centre is only activated on the request of local area health Services agencies to assist in the coordinated response of public health emergency.

3.3.2 During the response phase departments will ensure that the delivery of emergency and essential services is maintained, implement their respective Business Continuity Plans for operating at reduced levels and be prepared to close and/or secure all Smoky Lake County facilities in affected area(s) of the Municipality.

3.4 Recovery:

3.4.1 The recovery phase can include various activities including determining the need for continued support for families and victims, developing priorities for the recovery of essential services, make available post incident mental health counseling and continue providing updated messages to the public.

3.4.2 Departments will maintain accurate records of the use of personnel, equipment and supplies used in the response and recovery for possible recovery from the responsible party or from any available reimbursement programs.

Title: Infectious Disease Management Plan	Policy No.: 16-01
Section: 02	Page No.: 6 of 17 <i>E</i>

Policy Statement and Guidelines:

4. ROLES AND RESPONSIBILITIES

- 4.1 The Smoky Lake County will carry out their assigned roles and responsibilities within the Emergency Operation Centre.
- 4.2 **Business Continuity Plans – Schedule “A”** address Municipal Operations on the following departments:

PLAN A: Senior Administration
▶ **Office Administration**

PLAN B: Finance Department

PLAN C: Peace Officer
▶ **Parks and Recreation**

PLAN D: Planning and Communication Department

PLAN E: Water, Wastewater & Waste Management

PLAN F: Natural Gas Department

PLAN G: Public Works Department
▶ **Public Works Shop**
▶ **Public Works Administration**

PLAN H: Safety / Disaster Services Department

PLAN I: Agricultural Service Board

PLAN J: Fire Services Department

Title: Infectious Disease Management Plan	Policy No.: 16-01
Section: 02	Page No.: 7 of 17 <i>E</i>

Policy Statement and Guidelines:	
4.3	<p>The Business Continuity Plans identify the essential services for all Hazards.</p> <p>The functions of services were determined in harmonization of efforts and communication mechanisms and clarifications of roles and responsibilities based on four components:</p> <p>4.3.1 Critical: are services that must be provided immediately; without which, loss of life, infrastructure destruction, loss of confidence in government and significant loss of revenue will result.</p> <p>These services normally require resumption within 24 hours, but for the purposes of all hazard planning they are core services of the municipality.</p> <p>4.3.2 Vital: are services that must be provided within 72 hours, the absence of which would likely result in loss of life, infrastructure destruction, loss of confidence in government and significant loss of revenue or disproportionate recovery costs.</p> <p>For the purpose of all hazards planning, these are vital and necessary services that would normally need to be performed or completed within a two to four week business cycle to avoid significant damage or loss. These are services that may be performed on a rotating schedule.</p> <p>4.3.3 Necessary: are services that must be resumed within two weeks, or could result in considerable loss, further destruction, or disproportionate recovery costs. For the purpose of all hazards planning these are services that staff will be allocated to either last or on a need to do priority.</p> <p>4.3.4 Desired: are services that could be delayed for two weeks or longer, but are required in order to return to normal operating conditions, or alleviate further disruption. For the purpose of all risk planning, these are services that will be deemed as non-essential until such time as either staff levels are back to normal and/or priority necessitates.</p>

	Date	Resolution Number
Approved	December 8, 2009	# 174-09 - Page # 9177
Amended		
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DEPARTMENT: Senior Administration

PLAN A

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Legislative	Declaration: if required	Require 3 Elected or Reeve	✓			
	Communication	Have 3 and Back-up retired Personnel	✓			
	Bylaw / Policies				✓	
	Meetings				✓	
Overview of Departments	Structure-chain of Command	1 (have 2) Can notify Reeve	✓			
	Communication		✓			
Administration	Telephone – Government	1 (have 2)	✓			
	Meetings					✓
	Signature Authorization	1 (have 2)	✓		Obtain Signatures stamp	
	Insurance	1 (have 2)				✓
	Minutes	Any staff			✓	
	CAO and Assistant CAO	Can operate from home	✓			
Office Administration						
Front Counter		1 (have 4)		✓		
Telephone and Central Communication		1 + all staff	✓			
Payroll	Payroll Clerk can operate from home. Back-up: Angela	1		✓		
Accounts Payable	Brenda and Tracy training in November	1			✓	
Utilities Billing		1			✓	



DEPARTMENT: Finance

PLAN B

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Budget		1			✓	
Tax Services	Searches and Requests	1			✓	
Coding		1 (have 3)			✓	
Grants	Monitor Report Applications	1			✓	
	Brenda is set-up to work from home and can cover job from there.					
	Angela Semeniuk Can be back-up					



DEPARTMENT: Peace Officer

PLAN C

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Bylaw Enforcement	Enforce County Bylaws	1				✓
Animal Control	Pick-up Stray and Problem Animals	1 (have 20)				✓
Education	Educate people of Bylaws, Provincial Law, and Policies.	1				✓
Provincial Statute Enforcement	Issue fines for certain Provincial Statutes	1				✓
Peace Officer Role	Maintaining local peace and order.	1 Alternates: RCMP, Canadian Forces Sheriff's Dept.	✓			
Parks and Recreation						
Maintain Park Areas	Grass cutting Building cleaning Garbage Pick-up	1 (have 2)				✓



DEPARTMENT: Planning and Communications

PLAN D

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Planning		1 (have 3)				✓
Communication: Web-site	External: To provide TIMELY communications to Staff, Council and Public. Both can update web-site from Home.	1 (have 2)		✓		
Communication: Public and Council	As required and Necessary.	1 (have 3)	✓			
Communication: Newspaper	External: Can be used to provide WEEKLY updates to public in regards to County Operations and how it may affect the public.	1 (have 3)				
	Twila can work at home, If necessary, via Fax or Email					



DEPARTMENT: Water, Wastewater and Waste Management

PLAN E

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Potable Water	Daily maintenance and checks on water plants, adding appropriate dosage of chemical required.	1 (3 alternates)	✓			
Sewage System	Daily checks on automatic system low maintenance required unless disruption or line break occurs.	1 (3 alternates)	✓		✓	
Repair Line Breaks	Have the break dug-up and repair clamp installed on the line.	3 (3 alternates)		✓		
Waste Pick-up	Waste truck driver to unload waste bins throughout the County.	1 (2 alternates)			✓	
Transfer Site Operation	Five transfer sites have One operator each to provide direction for the public, invoice when required, and general maintenance of the site.	These sites are not opened on same days, operators can be shuffled from each site. 5 operators (2 alternates)			✓	
Truck Fill Water Testing	A water sample is collected and sent off to the lab for Bacterial Analysis.	1 (3 alternates)			✓	

Policy 02

16-01



DEPARTMENT: Natural Gas

PLAN F

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Meter Reading	Drive to customer Locations to read Meters.	1 (have 4)				✓
Gas Odor Calls	Physically Inspect and repair gas leaks.	1 (have 4)	✓			
Line Locating	Physically locating lines.	1 (have 4)		✓		
Tap Maintenance	Make sure system is operating properly and safely.	1 (have 4)			✓	
Gas Balancing	Check computer daily for any irregularities in gas consumption	1 (have 4)	✓			
Odor Intensity Check	Making sure there is sufficient odor in gas for customer to detect leaks. Driving to various locations and sampling for odor intensity.	1 (have 4)			✓	
PFM	Check and Meter recall.	1 (have 4)				✓
Emergency Calls	Responding to emergency calls at customer locations	1 (have 4)	✓			



DEPARTMENT: Public Works

PLAN G

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Road Maintenance	Clearing roads	5 (have 7)	✓			
Brushing / Hydro Axe	Cleaning roads	All Staff				✓
Sanding Roads	Truck Operators	2 (have 3)		✓		
Road Inspections	Management Duties	1 (have 2)				✓
Driveway Clearing	Tractor Operations	2 (have 3)			✓	
Sign Replacement	Stop Signs Address on Road signs	2 (have 3)		✓		
Management	Signing time sheets Monitor Road Plans	1 (have 2)	✓		✓	
Industry	Industry Checks Road Use Agreements	1			✓	
Public Works: Shop						
Repairs	Fixing equipment and emergency equipment	1 (have 3)	✓			
Service	Regular Maintenance on Equipment	1 (have 3)				✓
Inspections	Large Equipment	1 (have 3)				✓
Welding	Fixing Equipment Working on Winter Projects and Requests	1	✓			✓
Building Maintenance	Plumbing Needs Cleaning Shop	1 1+ (All staff)	✓		✓	
Computer Entries	Bills – Accounts Payable Time Sheets	1 (have 2) 1 (have 2)		✓ ✓		
Parts	Inventory of Parts Ordering of Parts	1 (have 2)			✓	✓
Public Works: Administration						
Parts	Put away stock	1 (have 2)				✓
Management	Coding: Projects/Bills Signing Bills/Timesheets	1 (have 2)		✓		
Front Desk	Answering Phones Dealing with Public	1+ (All staff)	✓	✓		

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Policy 02

16-01



DEPARTMENT: Safety / Disaster Services

PLAN H

Services	Function	How is the Service Provided? (i.e. staff)	Critical	Vital	Necessary	Desired
Safety	Investigations of Incidents	1	✓			
	Inspections	1 + (Management)			✓	
	Fill out paper work and Tool box meetings.	1 + (Management)		✓		
	Updating Safety Manual	1				✓
	Teaching Courses	1				✓
	Safety Audits	1				✓
	Safety Committee	1 + (Committee)			✓	
Disaster Services	Working and starting up Emergency Operation Centre	1 + (3 extra)	✓			
	Preparing for Emergencies	1 + (3 extra)		✓		
	Updating Manuals	1 + (3 extra)				✓
	Filling out Grants	1 + (3 extra)				✓
	Follow-up on Grants	1 + (3 extra)			✓	

