

# Bulletin 2 For Leaders: Facility Closures

## Frequently Asked Questions (updated March 16, 2020 at 6 a.m.)

**It is recommended that you use this to facilitate conversations with your teams and inform yourself of the City's processes; *it is not intended to be distributed to staff.***

### **Key Messages:**

As of Monday March 16, 2020, the risk level in Saskatchewan and Regina continues to be low.

As a preventative measure to help slow the rate of COVID-19 infection in Regina and protect vulnerable populations including seniors and people with compromised immune systems, City of Regina owned and operated facilities are closed to the public at the end of business on March 16, 2020.

This will remain in effect until further notice and includes City Hall. Staff affected will be advised and alternative work arrangements will be discussed with them over the coming days.

The City of Regina takes the health and safety of our employees and citizens very seriously.

The City has been in, and continues, ongoing contact with the Saskatchewan Ministry of Health and the Public Health Agency of Canada (PHAC) to monitor the situation, share information and prepare a coordinated response.

It's important that we keep our co-workers and community safe, we're all in this together.

Information on closures can be found at [Regina.ca/coronavirus](https://regina.ca/coronavirus).

Staff can also find information on CityConnect.

### **Frequently Asked Questions:**

#### **What does this mean for employees?**

For the majority of our City operations, it will be business as usual. Employees will continue to report to work. Employees with a pre-existing medical condition and are at high risk for becoming ill, should discuss working from home options with their manager/supervisor. Operational requirements will be assessed on a continual basis and as additional prevention requirements are needed staffing levels will be adjusted.

For facilities and programs that are directly affected, the City will endeavor to redeploy employees where possible. Casual employees will see scheduled shifts for the next few weeks cancelled.

Where employees are directly impacted, such as cancelled shifts, compensation will continue at regular rates for the next two weeks.



**Will staff on contract be affected?**

The operating areas will hold discussions with the contract providers. Where facilities have been closed, contract services will be suspended.

**Who qualifies to work from home?**

That is based on operational viability and need. Speak with your manager/supervisor to determine if the nature of your work can be performed remotely. Our goal is facilitate working from home, where appropriate, as much as possible. More information will be available over the next day or two.

**What are the options to work from home?**

There are a number of options to be functional and operational to work remotely. Options should be discussed with your manager/supervisor and TDI.

**Will staff training and meetings continue?**

Social distancing is encouraged for all staff interactions. No staff gatherings of greater than 6 employees. For essential staff training or meetings consider alternative ways to connect such as audio, video capabilities. Non-essential gatherings are to be postponed.

All internal training scheduled through the learning calendar will be suspended until further notice.

At City Hall, this means 5 people per elevator.

**How long will these restrictions be in place?**

As these are preventive measures, we will continue to take our direction from the Saskatchewan Health Authority and the PHAC. We will continue to assess the impact of these and other decisions on an ongoing basis. The City is committed to sharing information and keeping employees informed in a timely manner.

