

Spence Neighbourhood Association COVID-19 Response Plan

March 13, 2020

In response to growing concerns locally about the spread of COVID-19, Spence Neighbourhood Association is monitoring the evolving information from the Winnipeg Regional Health Authority, and all levels of government, and will increase efforts in implementing best practices to flatten the curve of contagion.

For the time being, Spence Neighbourhood Association is implementing the following plan to reduce the risk of contagion in our community at the following locations:

- 615 Ellice Ave (SNA Head Office)
- 430 Langside (Youth and Families Programming at Magnus Eliason Recreation Centre)
- 641 St. Matthews (FJ4Y Program and Wahkohtowin SFP at West End Commons)
- 231 Isabel Ave (Central Neighbourhoods Head Office)
- All other programming sites

- All staff are required to implement the following precautions:
 - ill staff stay home from work, properly notifying supervisor of absence and complying with SNA Policy Manual provisions on sick time;
 - when working in the building, increasing desk distance, by avoiding sharing space and taking advantage of multiple rooms to increase physical separation;
 - follow [recommendations by the Manitoba Government](#) on regular hand washing with soap and warm water or an alcohol-based hand cleanser when available, and ensure those guidelines are posted inside the building as notice and reminder.
 - at least once daily, each staff proceeds with cleaning with anti-bacterial wipes of commonly touched surfaces, such as door handles, knobs, faucets, etc., as well as laptop, mice, keyboards, phones and other devices.
 - maintain an open line of communication with the team about their health status and concerns, to prevent any spreading of the virus and make appropriate and timely plans of action.

- Most staff will be encouraged to work independently and/or remotely provided that a clear plan is presented by the staff to their supervisor and approved directly or indirectly via supervisor by the SNA Acting Executive Director. Any plan must include virtual check-ins options to be agreed with the supervisor.

- Effective March 13, all training, workshops and meetings at all locations are postponed to dates to be determined to preserve the health of those involved and their community. Our spaces do not allow for the safe distance between individuals which is recommended.

- Staff from Spence Neighbourhood Association are encouraged to limit all in-person meetings at this time. Remote options such as phone and video conference calls by means of virtual chat services such as Skype, Google Hangouts, Google Meet and similar, are effective and encouraged. Alternatively, meetings can be postponed to a later date, or matters of discussion can be dealt with by email.
- Staff are responsible for re-arranging their schedules and communicating with all the interested parties on pre-planned meetings, gatherings, and initiatives.
- While we are being as cautious as we can be, we also recognize the unique circumstances that our community is in, and in particular the community members who access WE24. We will continue to operate WE24 in a means that maximizes the safety of staff and participants. The staff of WE24 will be receiving communication specific to their program from their Director of Operations.

Site Specific Plans:

Board of Directors - All meetings are canceled or postponed

615 Ellice - Site will be closed to the public until further notice. All workshops and committees are postponed until further notice

MERC Day Time Programming - SNA is prepared to offer “Skeleton Services” starting Monday (pending the support of the City of Winnipeg) this means operating with a locked door, appointment only, serve meals as paper bag lunch style. Meal times TBD.

WE24 - See WE24 specific plan

Central/GAIN - closed to public, cancel workshops, committees, until further notice

WEC - Youth Crew Orders, First Jobs Placements and Wahkohtowin programming are cancelled until further notice

Thank you for your continued understanding and support in our efforts to protect our staff team, while doing our best to serve our community.