



## CCRD REPORT

**To:** Courtney Kirk, CAO

**From:** Ken McIlwain, Operations Manager

**Meeting Date:** September 10, 2020

**Subject:** CCRD COVID-19 BUSINESS CONTINUITY AND SERVICES RESTORATION PLAN UPDATE

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### Recommendation:

*THAT the Board of Directors of the Central Coast Regional District receives the CCRD COVID-19 BUSINESS CONTINUITY AND SERVICES RESTORATION PLAN UPDATE report dated September 10, 2020.*

### Background:

At the June 11, 2020 regular CCRD board meeting, the board reviewed and endorsed the CCRD COVID-19 BUSINESS CONTINUITY AND SERVICES RESTORATION PLAN as a living document with the expectation that there will be additions and amendments required and that these changes be presented regularly to the board of directors. June 11, 2020 meeting minutes are as follows:

**(a) CCRD COVID-19 Business Continuity and Restart Plan**

**20-06-27 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional receive the CCRD COVID-19 Business Continuity and Restart Plan. **CARRIED**

In response to the Plan, the Board inquired about mental health supports available for directors, staff, commissioners, and service volunteers of the Central Coast Regional District to cope with challenges presented by the pandemic and to support service delivery within each respective role for the duration of the crisis. Further, the Board questioned beyond the pandemic, the possibility of exploration


into training and professional development opportunities. CAO Kirk will look into the eligibility of counselling and training options.

**20-06-28 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District endorse the COVID-19 Business Continuity and Services Restoration Plan as a living document to guide CCRD service delivery through the COVID-19 pandemic with additions and amendments brought forward during regular board meeting cycles for the duration of the pandemic. **CARRIED**

In anticipation of the renewal of scheduled flight service between Vancouver and Bella Coola in late July, the following content was added to **Appendix G: Safety Plan for Bella Coola Airport upon Restoration of Scheduled Service.**

COVID-19 MEASURES – SAFETY PLAN

1. Face masks/coverings will be mandatory in all public areas of the terminal building (infants and young children are exempt from this requirement).
2. The following individuals are prohibited from entering the airport terminal building:
  - Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
  - Anyone directed by Public Health to self-isolate.
3. The CCRD airport attendant will be tasked with enforcing elements of this safety plan.
4. Terminal users are requested to maintain 2m physical distancing where possible. We understand that this may not always be possible given the confined space of the terminal and potential passenger loads.
5. Hand sanitizer is available at public entrances and exits to the terminal.
6. High touch surfaces will be routinely wiped down/sanitized by the CCRD Airport Attendant.
7. Public areas of the airport will receive deep cleaning on days of scheduled air service.

Respectfully Submitted by:   
Ken McIlwain, RPF

Reviewed by:   
Courtney Kirk, Chief Administrative Officer