



VILLAGE OF HUGHENDEN
33 McKenzie Avenue
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HUGHENDEN, ALBERTA T0B 2E0
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NOON on MARCH 17 2020 - NOON on MARCH 24, 2020.

VILLAGE OF HUGHENDEN - BUSINESS CONTINUITY PLAN

1. The Village office will remain OPEN to the public during this period unless otherwise directed from A.H.S. or the Provincial Government.
2. The C.A.O will restrict access to the Village office to one person at a time with the exception of the Regular Council meeting held on March 17, 2020 at 5:00 p.m.
3. The C.A.O. will ask anyone entering the Village office to practice clean hygienic practices as laid out in the information provided by Web site www.alberta.ca.COVID19.
4. Everyone will use hand sanitizer upon entering the village office and will maintain a meter safe distance from any other person.
5. All staff will report any raspatory symptoms to the C.A.O. for review during this period. **If appropriate self isolation will be ordered.**
6. Hughenden Public Library which falls under the direction of the Village of Hughenden will be CLOSED effective March 16, 2020. Manager Naomi will report any changes in this plan to the C.A.O.
7. All public communication will be directed to the Web site. All gathering of 50 people or more will be strongly discourage.
8. If you have travelled outside of Canada in the past 30 days you are strongly encouraged to place yourself in quarantine at home for a minimum of 14 days.
9. Village C.A.O. will maintain in daily contact with the Alberta Emergency Management Agency as the local D.E.M. until future plans have been made. C.A.O. will print the daily Provincial Operation Centre Updates and have it accessible to the public as required.
10. Finally, the Village will/can utilize outside service providers based on agreements in place to cover critical needs of the citizens of the Village of Hughenden as required. This includes Public Works, Water Treatment Plant & Administration needs.