

City of Port Colborne Re-Opening Stages

Corporate-wide Measures				
	Red	Orange	Yellow	Green
Meetings (Internal and External Stakeholders)	Virtually only or outdoors where ample physical distancing is possible	Virtually preferred of in-person by appointment only; outside if possible	Meetings in person permitted with physical distancing and capacity limits.	Meetings permitted with any public health requirements continuing to be adhered to.
Working from Home	All staff to work from home unless their job does not permit this	Staff should continue to work from home if able. Minimal staff working onsite as required with Supervisor awareness to ensure the least number of staff onsite possible (50%).	Staff can work a mix of in-person and from home as required with Supervisor awareness to ensure no more than 75% of staff onsite at a time.	All staff can work onsite 100% of the time. The Work From Home Policy allows for eligible staff to work from home on a part time basis.
Training - Onsite	No in-person training unless required by legislation or certification requirements. Physical distancing must be adhered to. Virtually permitted.	Onsite training permitted with capacity limits, masking and physically distancing requirements for mandatory training or training related to certification or legislation.	Onsite training permitted with capacity limits, masking and physically distancing requirements for discretionary training.	Permitted as usual with any public health requirements continuing to be adhered to.
Training - Offsite	No off-site training unless required by legislation or certification requirements. Virtually permitted.	Off-site training permitted where travel is required within driving distance with confirmation of public health requirement adherence.	Off-site training permitted where travel is required with confirmation of public health requirement adherence.	Permitted as usual with any public health requirements continuing to be adhered to.
Staff Lunches	Not permitted in common spaces even while individually wrapped/served.	Permitted with staff ensuring physical distancing and individually portioned/wrapped meals.	Permitted with additional measures in place to reduce COVID risk (designated server, physically distanced seating, etc.)	Permitted as usual with any public health requirements continuing to be adhered to.
Services – In-Person/Alternatives	Services delivered virtually, by phone or email. In-person services only permitted where alternatives are not otherwise available and by appointment only.	Services delivered virtually, by phone or email where possible. In-person services permitted where alternatives are not otherwise available by appointment.	Services in-person permitted preferably by appointment with controls in place to monitor access to facilities.	Services resume as usual with any necessary controls required due to public health measures in place.