

## Emergency Preparedness Level Responses

The following should be considered prior to moving to a new response level:

- Voluntary measures for Edmonton, Alberta and Canada
- Mandatory measures for Edmonton, Alberta and Canada
- Voluntary or mandatory measures from Alberta Advanced Education
- Ability for ECALA staff, contractors and volunteers to work safely
- Direction from the ECALA Board

### Low

The following measures are in place:

- Staff can work from home up to 50% of their regular work hours with written approval from the Executive Director
- Staff are permitted to meet in-person with more than one other ECALA staff
- Staff are permitted to have Grant Recipient in person meetings or visit courses
- Staff are permitted to attend in person PD or have in person meetings with others that are work related
- Anyone in the ECALA office can choose to wear a mask or face covering; If they do not have one a disposable mask will be provided;
- Staff, contractor and volunteers entering ECALA space will be required to sanitize their space before they use the area and prior to leaving
- Grant Recipients and the ECALA Board will be advised of the change to risk level and the impact on Grant Recipients by email to Primary contacts

### Moderate

The following measures are in place during a moderate response level:

- Staff can work from home **more than** 50% of their regular work hours
- Staff are **not** permitted to meet in-person with more than one other ECALA staff
- Staff are **not** permitted to have Grant Recipient in person meetings or visit courses
- Staff are **not** permitted to attend in person PD or have in person meetings with others that are work related
- Anyone in the ECALA office is required to wear a mask or face covering; If they do not have one a disposable mask will be provided;
- Staff, contractor and volunteers entering ECALA space will be required to sanitize their space before they use the area and prior to leaving
- Only disposables can be used unless staff use cups or water bottles stored in their desks;
- Grant Recipients and ECALA Board will be advised of the change to risk level and the impact on Grant Recipients by email to Primary contacts

## High

The following measures are in place during a moderate response level:

- Staff **are required to work from home** unless they receive approval to work alone in the ECALA office
- Staff are **not** permitted to meet in-person with other ECALA staff
- Staff are **not** permitted to have Grant Recipient in person meetings or visit courses
- Staff are **not** permitted to attend in person PD or have in person meetings with others that are work related
- Anyone in the ECALA office is required to wear a mask or face covering; If they do not have one a disposable mask will be provided;
- Staff, contractor and volunteers entering ECALA space will be required to sanitize their space before they use the area and prior to leaving
- Only disposables can be used unless staff use cups or water bottles stored in their desks;
- Grant Recipients and ECALA Board will be advised of the change to risk level and the impact on Grant Recipients by email to Primary contacts