

# BUSINESS SUPPORT AND RECOVERY

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**Okotoks**  
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## Roles and Responsibilities for Alberta's relaunch Information Sheet for Businesses

### ***Alberta Health Services***

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Alberta's Chief Medical Officer of Health, under the Public Health Act issues the orders and directives that all Alberta businesses must follow.

#### All orders issued

To support the re-opening of businesses, the provincial government has provided a guidance resource for specific industries:

[Alberta Biz Link: Business Specific Guidance](#)

### ***Town of Okotoks***

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The municipality is required to enforce Alberta Health Services Directives, including issuing fines and closing businesses that are not in compliance.

The Town is also responsible for issuing business licences and ensuring that businesses comply with the zoning requirements under the Land Use Bylaw.

The Alberta Government has given RCMP and Peace Officers the authority to enforce the directives and orders from Alberta Health Service for response to the COVID-19 pandemic.

Okotoks Municipal Enforcement's priority is to educate businesses on the provincial requirements to ensure they are compliant with the directives.

If business owners have questions they are encouraged to call: 403.938.8913

### ***All Business Owners***

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Business owners are required to have a current business license, to comply with zoning requirements within the Town's Land Use Bylaw and to comply with Alberta Health Service directives.

As part of the Alberta Government's re-opening strategy for the economy, businesses have additional guidelines they should follow:

- Prevent the risk of transmission of infection amongst workers and patrons;
- Providing for rapid response if a worker or member of the public develops symptoms of illness while at the place of business;
- Maintaining high levels of hygiene and conducting hazard assessments on all tasks performed in the business. Consider business closure or suspension of specific tasks where the risk of transmission of infection to staff and patrons cannot be mitigated.

### Some suggested prevention measures include:

- Frequent and proper hand hygiene
- Encouraging respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash)
- Develop and implement procedures for increasing the frequency of cleaning and disinfecting of high traffic areas, common areas and public washrooms
- Placing barriers or partitions between staff
- Removing seats from lunch rooms and dining areas to limit capacity
- Increased frequency of cleaning
- Changing the way workers and patrons interact through policies for physical distancing and respiratory etiquette, limiting hours of operations and providing adequate facilities, supplies and reminders for hand hygiene.
- Eliminate the opportunity to return purchased goods (i.e. final sale only)
- Store soft-surface items for a period of 24 hours prior to resale.
- If a staff member develops symptoms of illness while on shift; send them home and instruct them to complete an [AHS COVID-19 self-assessment](#) and follow directions.
- If a patron develops symptoms of illness while in your business; ask them to leave and recommend they complete the [AHS COVID-19 self assessment](#) and follow directions.

### ***Restaurants, Cafes, Pubs and Bars***

As before the pandemic Alberta Health Services oversees the regulations for businesses to operate under the Food Retail and Foodservice Code, which includes the requirements for safeguarding public health and assuring food safety.

As part of the relaunch strategy, AHS has also developed a set of directives for the food service industry to meet new health standards to mitigate transmission of COVID-19.

#### [Restaurant Specific Guidance](#)

Restaurants Canada has also produced a Best Practices guidebook to assist the food service industry adhere to the new regulations.

#### [Restaurant Canada Guidelines](#)

## COVID-19 Hazard Assessment and Management - Recommendations Checklist

To facilitate the re-opening and continued operation of local businesses under the Province of Alberta’s Relaunch Strategy, the Town of Okotoks is providing the following quick checklist for businesses as a summary of the province’s recommendations toward COVID-19 hazard assessment and management – particularly those presented in the [Workplace Guidance for Business Owners](#).

**Please Note:**

*Because the Province’s management of this crisis is ever evolving, the Town does not guarantee the accuracy of these recommended measures or that they are complete or up-to-date at any particular time. In the course of considering and implementing these and other measures, business owners are encouraged to frequently visit the Town’s Business Support and Recovery webpage for updated information.*

<u>Item</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Is my business allowed to be open under the Province of Alberta’s Relaunch Phase 1?			
Have I posted appropriate signage to alert employees and patrons of the preventive health measures required by AB Public Health and AHS?			
Have I implemented a daily screening process to ensure staff have passed a health clearance before reporting to work? Do I have a method in place to screen patrons for illness before they enter the premises?			
Have I put sufficient measures in place to prevent risk of COVID-19 transmission amongst staff and patrons of my business? (e.g. Is hand sanitizer readily available to staff and patrons? Have I enhanced cleaning protocols in my place of business?)			
Am I providing Personal Protective Equipment (PPE) for staff and patrons where the risk of infection cannot be minimized through other controls?			
Have I put sufficient measures in place to ensure physical distancing (6 feet or 2 metres) and gathering restrictions are being maintained?			
Add additional measures specific to my business, as needed.			

If you are unsure whether you are meeting Alberta Health Services requirements or have questions you can contact:

Okotoks Economic Development - 403.938.8052

Okotoks Municipal Enforcement - 403.938.8913