



**TKEMLÚPS TE SECWÉPEḾC  
CHIEF AND COUNCIL EXTRAORDINARY MEETING  
TUESDAY, MARCH 24, 2020**

**MOTION**

**Chief and Council – COVID-19 – TteS Adopted COVID 19 Communication Plan**

**MOTION:**

To approve the adoption of the following Tkemlúps te Secwépeḿc COVID 19 Communication Plan as presented by Councillor Jeanette Jules:

**TteS COVID 19 Communication Plan – March 24, 2020**

Tkemlúps te Secwepemc (TteS) has taken many necessary steps to address COVID 19. We know that this time is scary, and many people are fearful of what is happening around us. Chief and Council are working behind the scenes with each other and every level of government to continue to educate and plan for dealing with this pandemic.

The following document outlines some of principles, values and process for communication specific to the COVID 19 virus.

With the initiation of the Emergency Operations Centre, the communication path will run through the EOC. Councilor Thomas Blank, as the EOC Director, is the key contact for the EOC and will work with Kukpi7, as spokesperson for Council, to approve all communications for distribution to the community. Thomas and Rosanne are committed to working closely together, and with Council, to provide information to the community.

**Communication Process:**

- Chief and Council and staff are committed to ensuring membership have the most up to date information regarding COVID 19. Communications is a team effort with Chief and Council working together to get key messaging out.
- In case of Kukpi7 being unable to attend to her duties as Chief, Council will decide who will take over responsibility as the spokesperson. This is consistent with Chief and Council's internal process.
- For the near future, the Chief will issue daily updates (Monday through Friday) by e-mail, Facebook, and Ttes Website to Membership during this initial phase of the pandemic. After which, these reports will be provided to the membership, on an as needed basis.
- The Chief will be supported by the Emergency Operations Centre (EOC) Director and the Intergovernmental Affairs Analyst (IAA) to create these daily informational releases. If Council or staff have updates that they would like shared to the membership, please forward that information to the IAA to be included in the Chief's official updates. Information distribution needs to be streamlined.
- Communications will be posting updates at 11am and 3:30pm. All written materials need to be converted and submitted in PDF format.

- The Chief will also commit to delivering video updates to the community. This will be supported by the Communications Team in the production and posting of those videos. The videos will be posted to the TteS website and/or a community You Tube Channel Please check for links on the website and Facebook page for this YouTube channel.
- To ensure that all Chief and Council are aware of the messaging going out on behalf of the community, all releases from Kukpi7 and Thomas will be shared with Chief and Council prior to being delivered to membership.
- All releases will also be saved on the public drive under COVID-19 folder, so information is preserved and accessible by Council and staff.
- All **official communications** released from the community will be approved by the Kulpi7 and EOC Director and sent out by the communications team via the following places:
  - TteS website,
  - TteS Facebook site,
  - and the community email distribution list

Please note that some platforms have limited file sizes for posting.

- Moving forward, there will be a concerted effort to disseminate information from other reliable sources (FNHA, Health Canada, Province of BC, QHS) to ensure our membership have the most up to date information and tools to be educated about the CORONA virus
- The Communications team will also personally post the same material in hard copy format to the two Community Bulletin Boards, for those members with no Internet access.
- In order to not overwhelm the community, the Chief will work closely with the EOC Director and the IAA to give consideration for the amount and timing of information going out.
- The Communications team will always ensure that urgent or critical messages are always on the top of the communications chain so that they are not lost.
- It will be made very clear to membership “where to go” for information released by Chief and Council and the EOC.
- Consistency is the key to effective education of our membership

**Chief and Council have provided direction to the Communications team to complete the following ASAP:**

- Update the community Website to ensure that the COVID updates, information releases etc. are all being posted **to a very visible place on the front page of the TteS website.**

**Key Messages Throughout the Pandemic:**

- We can only fight this virus by working together
- Everyone must be committed to practicing social distancing and avoiding attendance at large gatherings
- Everyone needs to be diligent about good hygiene – WASH YOUR HANDS! Do not touch your face. If you cannot wash your hands with hand soap, use hand sanitizer
- Please do not hoard food, supplies or medicines. If you do, then that means someone else doesn't have what they need
- We do not spread rumors. Information released from TteS will only be from credible sources and be vetted by the Kukpi7 and the EOC Director.
- Be kind to yourself and others. These are stressful times. Practice self-care.

- Mental health is a key part of dealing with this virus. You are not alone.
- Please phone or check in with people that you know live alone
- We need to be especially careful around our Elders and vulnerable people. Take extra precautions around them.
- Leadership is always available for membership by phone, text or email.

- Mover: Councillor Jeanette Jules
- Seconder: Councillor Thomas Blank
- Discussion: There was no further discussion
- Question: Councillor Sonny Leonard
- In Favour: 6
- Chairperson: 1 Chief Rosanne Casimir
- Motion: **CARRIED**

**Cc:**  
*Chief and Council*  
*All Staff*