

COVID-19 INFO

COCHRANE TEMISKAMING RESOURCE CENTRE

To: All Staff
From: Daniel Roy
Subject: Covid-19 response
Date: April 9th, 2020

“WASH YOUR HANDS, PHYSICALLY DISTANCE, STAY SAFE”

CTRC Management Team continues to prepare and we want to communicate the following:

- ✓ **The Porcupine Health Unit has declared a Covid-19 outbreak at Timmins Extendicare.**
- ✓ **Any CTCRC employee that also works at Extendicare is to call the Porcupine Health Unit. Please also inform Human Resources.**
- ✓ **In an abundance of caution we are stepping up precautions around grocery items entering the homes:**
 - 1. As groceries are delivered please bring them in with caution to a designated area-one bag at a time if feasible.**
 - 2. Wipe all items with a cloth and the water/bleach spray available in all homes.**
 - 3. Fruits and Vegetable should be washed under running water and left to dry in a clean area on the counter or patted dry with a paper towel.**
 - 3. Move items into storage or onto a designated “clean” area.**
 - 4. Dispose of all plastic bags in the garbage, store groceries and ensure to sanitize all areas that groceries rested on.**

- ✓ **A cloth mask has been distributed to all residential staff, CSS staff and PRT shoppers with care instructions. A second mask is also to be distributed soon. If you do not have your mask please call your supervisor.**
- ✓ **Wearing the mask in any work location is OPTIONAL and only intended to limit the spray of droplets from you into the work space.**
- ✓ **We are also planning on a mask for each resident.**
- ✓ **THESE masks are not to be used by staff if a home goes into isolation. We have medical masks, N95's, glasses/goggles, face shields and gowns in that event.**
- ✓ **All residents remain symptom free at this time.**
- ✓ **Thank you again to everyone in PRT, Finance , Human Resources supporting the efforts of our Health Services and Residential Staff out on the front line doing the utmost to keep everyone safe.**
- ✓ **Over the Easter Holiday, management is on-call and will respond to any situation around Covid-19**
- ✓ **Health Services will be working and visiting the homes over the week-end.**
- ✓ **We may all be separated from family, friends and loved ones this Easter week-end but it is for the greater good and the safety of all we hold dear.**

Respectfully,


Daniel Roy
Human Resources Director

Cc Darren Renaud, L664 President
Cindy McQuarrie, OPSEU Regional Representative
Sarah Cashabec for Board Distribution
HR for web posting