

COVID-19 INFO

COCHRANE TEMISKAMING RESOURCE CENTRE

To: All Staff
From: Daniel Roy
Subject: Covid-19 response
Date: April 1st, 2020

CTRC Management Team has been participating in Health Care Provider meetings with the Porcupine Health Unit (PHU). The following is communicated from today's meeting:

- ✓ **Front line health care workers and any long-term care workers or residential workers should STRICTLY limit any social contact and gathering outside of work on rest days and after work shifts.**
- ✓ **Community spread is happening in Timmins and Covid-19 will enter or homes via a community route.**
- ✓ **Based on the PHU guidelines, and with the Health and Safety of our workers and residents being top of mind we are moving to silo workers to specific residential homes.**
- ✓ **All Full-Time staff will work or accept overtime at their assigned home only.**
- ✓ **Part-Time residential staff will only be scheduled at their 2 sister homes and may only take overtime at those homes.**
- ✓ **Relief Residential Counsellors will be assigned to specific homes and limited to the geographic locations of Timmins or South-end.**
- ✓ **Relief Assistant Residential Counsellors will be assigned to specific homes and may only work in those homes.**

- ✓ **Each residential home will be assigned a Client Support Worker (CSS). The same assigned CSS worker may be called for residential shifts in the home assigned.**
- ✓ **Re-assignment of Government Road RC staff and movement of any staff will only occur after review by a Supervisor and in consultation with the Director and Health Services.**
- ✓ **Residential Counsellors may be backfilled with an Assistant Residential Counsellor and medication will be coordinated by CTRC Health Services Nurses.**
- ✓ **All Call-in sheets will be updated and calls will be made as per Collective Agreement provisions within the assigned homes.**
- ✓ **All new Relief hires will only receive orientation in an assigned home.**
- ✓ **All staff currently on LOA or Health leave is to contact their supervisor ahead of any return to work.**
- ✓ **The currently posted schedule will be revised and reposted.**
- ✓ **Please note this communication is to serve as the 3 day (72 hour) notice that currently scheduled shifts after April 6th may change.**
- ✓ **Copy of staff assigned to homes will be faxed to each work location.**

Please know these changes are guided only by ensuring the health and safety of our essential services employees and residents in care. These changes are only for the period of Covid-19 response.

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