

COVID-19 INFO

COCHRANE TEMISKAMING RESOURCE CENTRE

To: All Staff
From: Daniel Roy
Subject: Covid-19 response
Date: April 15th, 2020

“WASH YOUR HANDS, PHYSICALLY DISTANCE, STAY SAFE”

CTRC Management Team continues to prepare and that includes carefully reviewing recommendations for keeping everyone safe in long-term care. The Porcupine Health Unit is recommending long-term care workers be limited to one employer and the Ontario Government, it is anticipated, is on the verge of mandating it.

We want to communicate the following:

- ✓ CTRC will be moving forward and asking staff to work for us exclusively or to work for their other employer and return to us once Covid-19 restrictions are lifted.
- ✓ We have attached a MANDATORY form to complete and return to CTRC Human Resources by Friday April 17th, 2020.
- ✓ Employees electing to remain with us will be part of the core team that will be shoulder-to-shoulder with us as we continue the excellent work done to date by all residential staff to keep Covid-19 out of CTRC Residential Homes!!
- ✓ Any employee electing to remain with another employer will move to a Covid-19 L.O.A. and their position with CTRC will be HERE when this is all over. You are and will continue to be part of our team.
- ✓ Employees currently receiving extended health benefits will continue to receive them EVEN if they elect to work for another employer.

- ✓ **Pension contributions to HOOPP will be authorized under this Covid-19 LOA and employees may continue to make contributions.**
- ✓ **As per the Ontario Government provisions during the Covid-19 Emergency, employees on Covid-19 leaves will earn seniority based on HR calculations typically done during protected leaves such as maternity.**
- ✓ **Employees may elect to return to work for CTCRC after choosing to be off on Covid-19 LOA, however, some conditions may apply (i.e., completing 14 days of quarantine.)**
- ✓ **We know this is disruptive and may cause unintended impacts.**
- ✓ **However, it is a necessary step to continue keeping us all safer.**
- ✓ **All PRT Staff have been advised they may be reassigned to Residential work in the event conditions warrant.**
- ✓ **We are all protecting each other.**

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

COCHRANE TEMISKAMING RESOURCE CENTRE

Shared Employment

Mandatory Declaration – COVID-19 Planning

All CTRC employees must now declare any second employer and work location, volunteer work, or other activities outside their CTRC position that may expose them to different work locations and interactions with members of the public, other co-workers, or other individuals supported.

This may include but is not limited to, private passport work, direct sales with the public, working in your own business, or a job with another employer even if not in the long-term care field.

This information will be reviewed and Human Resources will be contacting individuals to make a choice about selecting and remaining with one employer during the COVID-19 State of Emergency period.

Employees will be required to sign documents declaring their choice.

ORGANIZATION: <i>Please print clearly</i>

(Please print full name)

PLEASE COMPLETE & RETURN TO H.R. BY APRIL 17th, 2020

(Signature)

(Date) dd/mm/yyyy