

COVID-19 INFO

COCHRANE TEMISKAMING RESOURCE CENTRE

“WASH YOUR HANDS, PHYSICALLY DISTANCE, STAY SAFE”

To: All Staff
From: Daniel Roy
Subject: Covid-19 response
Date: April 2nd, 2020

The CTRC Management Team continues to prepare.

We are seeking your assistance with the following:

- ✓ **Further to linking Residential Staff to specific home we are seeking to gather further information to use only in the event of a Covid-19 outbreak.**
- ✓ **Attached is a Shared Employment form.**
- ✓ **We are asking you to please share the details related to any 2nd or 3rd, job you may hold as you continue to work for CTRC.**
- ✓ **Please complete, if applicable, and return to CTRC Human Resources.**

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