

COVID-19 INFO

COCHRANE TEMISKAMING RESOURCE CENTRE

To: All Staff
From: Daniel Roy
Subject: Covid-19 response
Date: April 23rd, 2020

“WASH YOUR HANDS, PHYSICALLY DISTANCE, STAY SAFE”

In the **EVENT** an individual in care is suspected of having Covid-19 the following will be occurring:

- 1) Any individual suspected of Covid-19 is to be isolated to their room.
- 2) Health Services are to be contacted.
- 3) Staff are to wear PPE from that point as directed by Health Services.
- 4) The individual will be monitored for further development of symptoms.
- 5) The Porcupine Health Unit will be contacted regarding testing.
- 6) If a positive test is confirmed the entire home will be isolated.
- 7) Staff will be switched to 12 hour shifts.
- 8) Focus will be on client care, health monitoring and cleaning
- 9) Lunch and dinner will be catered in.
- 10) Health Services will have a greater presence in the home.
- 11) Staff will be required to work with a mask, a protective cap, a shield, a gown and gloves at all times.
- 12) Lunch and Dinner times for staff will be outside of the home and extended to 1 hour.
- 13) Staff will be asked to isolate from their family between work shifts.
- 14) If able to isolate from their family within their personal residence they can.
- 15) Alternatively, hotel rooms will be provided and meal allowances given to any staff needing or wanting to isolate away from their family.
- 16) Staff health will also be monitored
- 17) Reassignment of staff from any part of CTRC may occur to ensure the wellness and survivability of individuals in care.

Respectfully,

A handwritten signature in black ink, appearing to read 'Daniel Roy', with a long horizontal flourish extending to the right.

Daniel Roy
Human Resources Director

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