

# COVID-19 INFO

COCHRANE TEMISKAMING RESOURCE CENTRE

**To:** All Staff  
**From:** Daniel Roy  
**Subject:** Covid-19 response  
**Date:** June 4th, 2020

## **“WASH YOUR HANDS, PHYSICALLY DISTANCE, STAY SAFE”**

The CTRC Management Team met today to discuss any care and support issues in this Covid-19 Period.

- ✓ We are working on the “HOW” we can have staff return safely to 600 Toke St.
- ✓ The WHEN (a date) has not been discussed and is not the focus at this time.
- ✓ The HOW will involve the participation of the Joint Health & Safety Committee & the teams currently working the building and consider government and sector recommendations and guidelines for a safe return to work.
- ✓ We are currently looking at signage and practices at Head Office. These include yield signs for hallways and stairs, 2 meter distance cues on the floors, removal of common eating/sitting areas, kitchen access limited to one person, alternate work days for staff, etc.
- ✓ The staff currently working at 600 Toke St are being asked to work with the temporary signage to determine clarity of the communication, practicality, safety and adherence to social distancing principles.
- ✓ Similar work will also be starting at satellite locations and at CSS.
- ✓ Again we are only working on the “how” not the when.

Respectfully,



Daniel Roy, Human Resources Director

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