

Memo

COCHRANE TEMISKAMING RESOURCE CENTRE

To: All Staff
From: Daniel Roy
Subject: COVID-19 Response
Date: March 18, 2020

The CTRC Management Team has met today to review needs as we respond to COVID-19. The following is communicated today:

- Residential Homes are to be "safe zones". Individuals may go out for walks and van rides. Please use hand sanitizer upon re-entry into the home and proceed to hand washing. This should also be a best practice for the staff.
- We continue to make arrangements for others to do shopping and deliver items to the home. This is an effort to limit residential staff from being out in public. We want to thank PRT staff that has done shopping for Forest, Phillip, Government etc.
- All staff should practice social distancing and limit outing as much as possible.
- CTRC has secured availability of milk and bread to supply the homes. CSS will be picking up and delivering these items.
- Only essential blood work will be occurring by Life Labs staff in the homes.
- All construction, not yet started, is being delayed. We want as few as possible individuals in the home.
- Motion Specialties is now delivering supplies to garage. Staff will collect from that location; again limiting foot traffic in the home.
- All grievance times lines are being suspended at this time and all arbitrations are being postponed to later dates by mutual agreement with OPSEU.
- The World Health Organization is suggesting to avoid taking ibuprofen products (ie: Advil). Please consider other alternatives.
- The call has gone out to all CSS staff that would like to work shifts in Residential to come forward. They will be added to a separate emergency contact to call after calling all others.

- Calls to retired CTRC residential and CSS staff will be made to further secure staffing to ensure service continuation.
- Attendance sick day counts will be suspended for sick days related to COVID-19. HR will review on a case by case basis.

More will be communicated as we have it.

Respectfully,

A handwritten signature in black ink, appearing to read 'Daniel Roy', is written over a horizontal line. The signature is stylized and cursive.

Daniel Roy
Human Resources Director

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