

Memo

COCHRANE TEMISKAMING RESOURCE CENTRE

To: All Staff
From: Daniel Roy
Subject: Covid-19 response
Date: March 19, 2020

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

- First and foremost we want to thank all the front-line workers in being diligent in the care and the precautions taken vis-a-vis client care. (i.e., hand washing, sanitizing etc.). It ensures the home is kept as a "safe zone".
- We also want to thank all the staff that are participating in pick-up and delivery of food and other items to limit the staff from leaving the home. This also ensure the home is a "safe zone".
- We want to stress we have no individuals showing signs of Covid-19. However we are planning for this possibility.
- We are working with the Porcupine Health Unit to prepare in the event a resident is first suspected and confirmed as having Covid -19
- We want you all to know we would respond under the direction of the Porcupine Health Unit. Likely this would include testing every one living in the residence and anyone that has been there in last 14 days. (Please keep the list of staff and essential service personal updated).
- We are submitting isolation case scenarios (e.g., on site, off site, medical and behavioural considerations) for review and to ensure all our measures to stop transmission and keep everyone safe are on point.
- We have Personal Protective Equipment and cleaning/sanitizing supplies and materials on hand and are continuing to add every day.
- Health Services will be directing daily laundering of all bedding used by an individual that may present with any signs of a cold. This is an extra precaution to limit the spread of any colds. We want to keep you and others safe.

- We continue to keep the Joint Health and Safety committee, the Union, the CTRC Board and the general public informed of our steps.
- The Union has responded with a Thank you for the work done by all to keep residents and staff safe.

In closing we would like to remind you to keep safe, consider limiting the news and social media consumption to 1 hour max a day, focus on positive things, eat, sleep and get out into the fresh air.

More will be communicated as we have it.

Respectfully,



Daniel Roy
Human Resources Director

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