

# Memo

## COCHRANE TEMISKAMING RESOURCE CENTRE

**To:** All Staff  
**From:** Daniel Roy  
**Subject:** Covid-19 response  
**Date:** March 20<sup>th</sup>, 2020

The CTRC Management Team has met today to plan, respond and provide direction and reassurance. The following is communicated today:

- **CTRC does not have a confirmed case of Covid-19 amongst staff or clients.**
- We have reported that a staff – without symptoms, was in contact with an individual with Covid 19.
- The Porcupine Health Unit views CTRC as being 3 degrees removed and at very lower risk, even lower than anyone being out in the general public at this time.
- There is no need to quarantine other staff and clients that have been in touch with an asymptomatic staff.
- The Porcupine Health Unit (PHU) is following up with the staff in question and monitoring daily.
- CTRC is advocating for the staff to be tested to bring greater clarity to our direction.
- **Hand washing, cleaning and maintaining social distance remain key. Continue with established cleaning routines and extra cleaning and sanitizing.**
- In a precautionary move (not under PHU direction), CTRC is implementing use of PPE's when providing close proximity care. We are limiting the movement of any individual clients with the home if presenting with fever, productive cough and cold.
- Procedural mask are recommended as this is droplet transmission. N95 are for air born viruses.
- Staff with **productive coughs**, fever, colds (being ill) should call in sick.

- Supervisors are following up with any pregnant staff and re-assigning to home with individuals that have zero fever, productive cough or colds. This is in an abundance of precaution.
- The CTRC Management Team and Health Services will be meeting daily over the week-end and some will be reaching out to residential homes to ensure any needs are being met.
- We continue to keep the Joint Health and Safety committee, the Union, the CTRC Board and the general public informed of our steps.

We have also elected to share with everyone a note from Rylee Kay, our Health Services Nurse. See attached.

Respectfully,

A handwritten signature in black ink, appearing to read 'Daniel Roy', written over a horizontal line.

Daniel Roy  
Human Resources Director

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

Hello gang,

I figured this message was the easiest way to connect with the greatest number of employees at once... I will be sending a memo to the group homes and css as well.

As most of you are aware, Timmins had its first confirmed case of Covid 19 virus last night and this case is linked to CTRC group homes. In all honesty, I'm surprised it has taken this long to find a case as I truly believe the virus has been in Timmins for quite some time. With the residential staff's husband being a confirmed case, this does not mean our staff is also positive and that the virus is in our group homes. I will be connecting with the Porcupine Health Unit this morning to get some questions answered about testing. I will do my best to update you all as quickly as possible with the plan regarding testing. For now, the group homes are going to run the same as they were prior to the confirmed case. You are all doing an amazing job keeping the houses clean, decreasing interactions, and maintaining hand hygiene.

I understand there will be a lot of fear and anxiety around the confirmed case. Please know we will do everything we can to help protect the individuals we support and the staff. I meant it when I said this would not work without all of you! Please feel free to call me directly with any questions or concerns at any time (705-365-8293). I will do my best to answer anything I can. Give me some time this morning as I will be trying to find answers to a lot of the questions we all have at this time.

ON A POSITIVE NOTE... having a confirmed case close to CTRC means that should we suspect a case in the group homes, they will be obligated to test our individuals or staff as we have a primary contact. This works to our favour! Prior to this case, they would have refused our requests as our individuals have no travelled in the last month or have been in contact with a confirmed case.

We've got this guys!! We need to stay strong and work together!!