

Memo

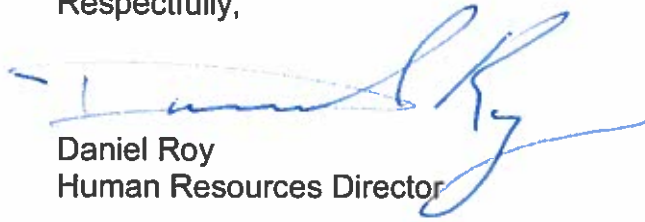
COCHRANE TEMISKAMING RESOURCE CENTRE

To: All Staff
From: Daniel Roy
Subject: Covid-19 response
Date: March 21st, 2020

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

- ✓ **YOUR health and YOU limiting social contact and outings is JOB ONE!!**
- ✓ **Your health, that of co-workers and that of individuals in our care is dependent on your assessment of wellness.**
- ✓ **In an effort to help assess your health we are implementing, in each Residence and work location, an active health screen to review when coming in on shift.**
- ✓ **Hand Washing is Key:**
 - Wash with warm water and soap
 - Wash tips of fingers, between fingers and thumb area
 - Dry with paper towels. (Put away hand towels for now)
 - Wash frequently
- ✓ **Practice Social Responsibility:**
 - Limit outings into stores
 - Limit visits to friends and family
 - Use social distancing (6feet)
 - Connect in other ways (Phone, Face-time, etc.)
- ✓ **Use PPE's as instructed**
- ✓ **Continue with established cleaning routines and extra cleaning and sanitizing.**

Respectfully,

A handwritten signature in blue ink, appearing to read "Daniel Roy", is written over a horizontal line.

Daniel Roy
Human Resources Director

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