

Memo

COCHRANE TEMISKAMING RESOURCE CENTRE

To: All Staff
From: Daniel Roy
Subject: Covid-19 response
Date: March 22nd, 2020

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

YOUR EFFORTS MATTER AT WORK & AT HOME

- ✓ Limiting social outing
- ✓ Limiting gatherings
- ✓ Maintaining social distance
- ✓ Cleaning and Sanitizing
 - ✓ Keeping well
 - ✓ Washing your hands
 - ✓ Keeping others well
- ✓ Keeping the individuals safe and well
- ✓ Keeping our essential services rolling

We see you got this

We are helping

- New ARC's coming next week
- Adding RN nursing service next week

Respectfully,


Daniel Roy
Human Resources Director

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