

Memo

COCHRANE TEMISKAMING RESOURCE CENTRE

To: All Staff
From: Daniel Roy
Subject: Covid-19 response
Date: March 23rd, 2020

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

- ✓ **“Resources for staff” section has been added to the CTRC website under NEWS – Take care of yourself so that we can take care of others.**
- ✓ **Megan Roy is joining the Health Services Team in a contract position. She will be ensuring medications and other supplies are secured.**
- ✓ **Any staff returning from travel are to enter into self-isolation as directed by Public Health. Please contact your supervisor and HR to inform.**
- ✓ **Any CTRC staff sharing their home with a friend/family member in self isolation should carefully consider and contact the Porcupine Health Unit on measures to take to remain safe and not be exposed to the Covid-19 virus.**

Respectfully,



Daniel Roy
Human Resources Director

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