

# Memo

## COCHRANE TEMISKAMING RESOURCE CENTRE

**To:** All Staff  
**From:** Daniel Roy  
**Subject:** Covid-19 response  
**Date:** March 24<sup>nd</sup>, 2020

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

- ✓ **We have secured a second Registered Nurse, Hilda Verbeek to assist in Health Services.**
- ✓ **The Management Team is focused on adding to our supplies of masks, gloves and goggles.**
- ✓ **CTRC Management has secured a spray product- Microban that will kill viruses and bacteria for 24 hours. It will be in homes and we are organizing distribution to provide a can to each CTRC staff working at our sites to ensure continuation of services.**
- ✓ **Microban may be used on hard surfaces in your home and on soft surfaces – must be allowed to air dry (please read application carefully).**
- ✓ **We are attaching PHU documents for anyone to review.**
- ✓ **Please remember that the most important actions we can take are to wash our hands regularly and maintain social distance.**

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

## COVID-19 and Public Health Measures for Workplaces

As COVID-19 evolves, employees who continue to work may be concerned regarding their safety at their workplace. The Porcupine Health Unit (PHU) is requesting employers to consider adapting or changing current practices and procedures to ensure the health and safety of all individuals.

As directed by the Ontario Chief Medical Officer of Health, Dr. David Williams:

- ALL international travelers should self-isolate for 14 days upon return to Canada, and therefore NOT be at work.
- Ensure any employee who is unwell stays home.

Additional important public health measures in workplaces are:

- Increase awareness about, and communication to, staff about COVID-19.
- Encouraging the use of individual protective measures such as frequent hand hygiene, social distancing, respiratory etiquette, and self-isolation when ill.
- Identify possible COVID-19 exposure risks and mitigation approaches.
  - Consideration should be given to stagger shifts, if possible.
  - Implementation of social distancing (maintain 2 metres/6 feet distance from anyone coughing or sneezing) can be accomplished by:
    - Avoid large groups working together in close proximity.
    - Increase the spatial separation between workstations; ideally a 2 metre separation should be maintained, unless there is a physical barrier (e.g., Cubicle, Plexiglass window).
    - Consider use of technology for meetings.
    - Support work from home.
  - Increase cleaning of frequently touched surfaces (e.g., phones, elevator buttons, computers, desks, washrooms, customer service counters).
  - Provide access to handwashing facilities and place hand sanitizing dispensers in prominent locations throughout the workplace.

Head Office:  
169 Pine Street South  
Postal Bag 2012  
Timmins, ON P4T 1B87

Phone: 705 267 1181  
Fax: 705 264 3980  
Toll Free: 800 461 1818

E-mail: [info4you@porcupinehu.on.ca](mailto:info4you@porcupinehu.on.ca)  
Web site: [www.porcupinehu.on.ca](http://www.porcupinehu.on.ca)

Branch Offices: Cochrane, Hearst,  
Hornepayne, Iroquois Falls,  
Kapuskaing, Matheson,  
Moosonee, Smooth Rock Falls

- Relax sick leave policies that support employees in self-isolating when ill or those who have just returned from international travel. This includes suspending the need for medical notes to return to work.
- Prepare for increases in absenteeism due to illness among employees and their families or school closures.
- Employers should access their business continuity plans, which should include a plan for how to maintain key business functions if faced with high absenteeism.
- Consider cross-training personnel to function in key positions.

The Porcupine Health Unit appreciates your assistance in reducing the potential spread in your workplace. We, as a community, all have a role to play to ensure we lessen the risk for employees and their families.

Should you or any employees have any questions or concerns, please contact the PHU's COVID-19 Information Line at 705-267-1181 or 1-800-461-1818.

For the most up-to-date information on COVID-19, please refer to:

- Ontario Ministry of Health Coronavirus site:  
<https://www.ontario.ca/page/2019-novel-coronavirus>
- Public Health Agency of Canada Coronavirus site:  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>



# Attention Travelers

## Welcome home.

### *Stay home.*

**Returning from outside of Canada?**  
**Stay home** and keep your distance from others.

**DO NOT:**

- Use public transportation or taxis.
- Go to work or other public places.
- Shop at any store.

**DO:**

- Seek services over the phone or internet.
- Ask for help from friends, family or neighbours with essential errands.

---

If you do develop symptoms within 14 days,  
**DO** stay home and call the Porcupine Health Unit.

1-800-461-1818

—

[www.porcupinehu.on.ca](http://www.porcupinehu.on.ca)



**We're all in this together!**