

COVID-19 INFO

COCHRANE TEMISKAMING RESOURCE CENTRE

To: All Staff
From: Daniel Roy
Subject: Covid-19 response
Date: March 26nd, 2020

The CTRC Management Team has met. The following is communicated:

PLEASE NOTE:- Microban should be used overnight in homes. It is not to be applied to the skin and avoid using in food prep areas. PLEASE read label on the can.

- ✓ **Gary Dowe, Executive Director, is linking to provincial Developmental Sector Employer Groups and the Ministry daily to share our plans and advocate for our needs.**
- ✓ **Please keep in mind this is a marathon not a sprint. Many more days ahead will challenge us.**
- ✓ **We have procedural masks, masks with visors, N95 masks, and gowns ready for distribution, when and where needed.**
- ✓ **Supervisors, Managers and Directors continue to source and order materials. Deliveries are occurring. We will continue to update you.**
- ✓ **Cleaning supplies, hygiene supplies, and general household supplies are well stocked and we continue to order.**
- ✓ **CTRC has been added to the Emergency Measures List for supplies.**
- ✓ **We have also activated, under the leadership and direction of CTRC Health Services and Colleen Taylor, the fabrication of re-usable material procedural masks. This is to mitigate against any shortages or supply interruptions in the weeks to come. Local Timmins volunteers and several Professional Resource Team Staff have donated and/or received supplies today to start making masks.**

- ✓ **Four (4) new ARC Relief staff were hired today and orientation shifts, in paired homes for now, are occurring without delay.**
- ✓ **Operations are Day-to-Day during the Covid-19 period and new vacation and time off request cannot be considered, at this time, for Residential Services Staff.**
- ✓ **Scheduled and approved vacation will proceed. However, we are welcoming anyone that wants to cancel vacation and come into work to please do so.**
- ✓ **Please remember that the most important actions we can take are to wash our hands regularly and maintain social distance.**
- ✓ **Stay well everyone: take care of yourselves!**

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