

# COVID-19 INFO

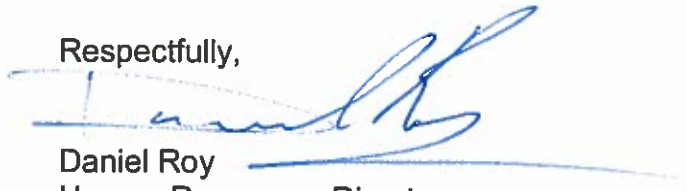
## COCHRANE TEMISKAMING RESOURCE CENTRE

**To:** All Staff  
**From:** Daniel Roy  
**Subject:** Covid-19 response  
**Date:** March 31<sup>st</sup>, 2020

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

- ✓ **Signs for CTRC van and for staff shopping to ensure the continued operations of Residential Services will be available. Please contact Daniel Roy to arrange receiving a sign.**
- ✓ **Gary Dowe, Executive Director has also prepared an essential services letter for these very same employees to share if requested to be present in public location (i.e., grocery stores). The letter will have a CTRC Embossed Seal.**
- ✓ **Today we are reviewing the best practices in responding to a pandemic situation and we will ensure communication of any improvements to staffing and our practices that would further delay or contain Covid-19 from being present in our Residential homes.**
- ✓ **Supplies continue to be purchased and accumulated to be directed when and where needed.**
- ✓ **We know there is concern over PPE shortages and we are doing everything to mitigate that situation. Please be re-assured we have supplies but are adding to never say we are out!**
- ✓ **Any CTRC Staff that comes across vinyl gloves, goggles, or masks (procedural or N95) we would please ask that you purchase them. We will reimburse you and make arrangements for the items to come to CTRC Head Office.**
- ✓ **Please remember that the most important actions we can take are to wash our hands regularly and maintain social distance.**

Respectfully,

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

Daniel Roy  
Human Resources Director

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