

COVID-19 INFO

COCHRANE TEMISKAMING RESOURCE CENTRE

To: All Staff
From: Daniel Roy
Subject: Covid-19 response
Date: May 1st, 2020

“WASH YOUR HANDS, PHYSICALLY DISTANCE, STAY SAFE”

- ✓ **The Management Team has completed a Covid-19 isolation drill.**
- ✓ **A master checklist will capture all the steps to be taken to ensure the staff and individuals are safe if any home goes into full isolation due to a positive Covid-19 case.**
- ✓ **We continue to prepare and plan.**
- ✓ **Your efforts and the continued use of masks are assisting to further delay the entry of Covid-19 into our homes. KEEP IT UP!**
- ✓ **We continue to add material to our PPE supply room and we are reporting weekly to the Ministry, as mandated, on the status of the supplies.**
- ✓ **Continue working on the Home-to-Home video challenge. Let's see the moves and which home wins an ice cream cake next week.**
- ✓ **Dixon was our winner this week.**
- ✓ **PRT staff now have written *Work from Home Guidelines* to help further structure their approach to work at home and assist in meeting the growing client demands in community. They are all putting great effort into delivering services in a very challenging and unique environment.**

Respectfully,

A handwritten signature in blue ink, appearing to read 'Daniel Roy', is written over a horizontal line. The signature is stylized and extends to the right.

Daniel Roy
Human Resources Director

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