

Memo

COCHRANE TEMISKAMING RESOURCE CENTRE

To: All Staff
From: Daniel Roy
Subject: COVID-19 Response
Date: March 17, 2020

The CTRC Management Team has met today to respond to any needs as we respond to “flatten the curve” as it relates to COVID-19 spread. The following is communicated today:

- Individual office cleaning will start today at 600 Toke St. Once cleaned, a green “cleaned” sign will be on the door knob.
- PRT volunteers have been in contact with CTRC Supervisor and will assist with grocery shopping.
- Two shifts a month will be waived for relief employees who are either in quarantine or work at the hospital.
- We will be seeking staff from other departments to work Relief ARC and RC (based on qualifications).
- We are calling back ARC staff on leave for school to see if they can return to work early.
- CTRC has no COVID-19 cases. We have a few individuals with head colds at Earl Street, Forest Place, and Grace Avenue.
- Anyone pregnant and working in Residential should talk with their Supervisor and HR to see about reassignment plans if anyone we support becomes ill.
- We are working to secure a reliable food access for all of our Residential sites.
- New Residential Staff will continue with their orientation.
- HR is continuing with the recruitment of new staff.
- CTRC is exploring fees for service staff to ensure we are able to ensure continued operations in Residential.

More will be communicated as we have it.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Daniel Roy', with a long horizontal flourish extending 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