



COCHRANE TEMISKAMING RESOURCE CENTRE
CENTRE DE RESSOURCES DE COCHRANE TEMISKAMING

March 12, 2020

Dear CTRC Stakeholders:

We recognize the growing concern about the Novel Coronavirus (COVID-19).

We want to assure you that we are monitoring the information closely and engaged in ongoing contingency planning to protect the health and safety of individuals participating in our programs and the staff who support them. We are also following all recommendations from our local health unit and Ministry officials.

Until further notice, we have taken the following steps to promote everyone's health and safety:

- We will reduce the number of individuals attending our Day Program.
- We will not be hosting any large group activities at our Day Program.
- All volunteer and social activities in the community for the individuals in our Residential and Day Programs will be paused. Instead, individuals will be supported with activities at our sites.
- Visitors are asked to delay visits to our sites if they have symptoms, have travelled to a COVID-19 impacted area, been in close contact with a confirmed or probable case or have been in close contact with someone with acute respiratory illness.
- Staff are instructed to work via teleconference where possible.

We are also enhancing our cleaning protocols at our sites to ensure that high-traffic areas are cleaned and disinfected thoroughly and repeatedly.

Most importantly, we are actively promoting all individuals we support and our staff to practice appropriate hygiene etiquette including the following:

- Wash your hands frequently and thoroughly with soap and water or use an alcohol-based hand sanitizer;
- Cover your mouth and nose when you sneeze or cough;
- If you don't have a tissue, sneeze or cough into your sleeve or arm;
- Keep hands away from face and mouth;
- Do not share food, and avoid the sharing of
- If you are sick, stay home.

We will post updates of our activities to our website: www.ctrc.on.ca. Please check our website or call us at 705-267-8181 if you have any questions.

Thank you for your cooperation in this matter.

Sincerely,

Gary Dowe

Executive Director

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