

COVID-19 INFO

COCHRANE TEMISKAMING RESOURCE CENTRE

To: All Staff
From: Daniel Roy
Subject: Masks at Head Office, CSS and Satellite locations
Date: July 21st, 2020

“WASH YOUR HANDS, PHYSICALLY DISTANCE, STAY SAFE”

The CTRC Management Team continues to meet to discuss any care and support issues in this Covid-19 Period.

- ✓ We are implementing the Porcupine Health Unit recommendation for wearing masks in all indoor public spaces (workplaces included).
- ✓ All staff working in Satellite locations (reporting to the work space), all staff at our CSS location and all staff at Head Office will be required to wear a mask upon entering the workplace.
- ✓ In the workplace, the mask will not need to be worn in our office/workspace.
- ✓ The mask is to be worn if you are leaving your office to meet with a co-worker in their office. The co-worker *is not required* to put on their mask once the visitor enters their office.
- ✓ The mask is also to be worn if going to common areas where 6 feet of social distancing is not possible or may be compromised.
- ✓ If alone in the building or workspace, wearing the mask will not be necessary, (e.g., Janitor cleaning at night, handyman completing work away from everyone, CSS staff doing a broadcast video with social distancing rules followed)
- ✓ Staff may elect to use a cloth mask (their own).

- ✓ **The employer will have a supply of non-surgical masks available and a sign out sheets to keep track of supplies to report back to the Ministry as required.**
- ✓ **The delivery of masks and sign-up sheets to Satellite locations and CSS will be coordinated in the coming days and weeks.**
- ✓ **All Administrative staff, CSS staff and all Professional Resource Team staff are asked to please review the short mask donning and doffing video to review appropriate steps for wearing a mask.**
- ✓ **Please copy and paste the following into a search engine:
<https://youtu.be/z-5RYKLYvaw>**
- ✓ **Please also review the attached resource or find out more by visiting Public Health Ontario and their Covid-19 resources page.**
- ✓ **This will be in effect as of Thursday July 23rd, 2020**
- ✓ **Any questions may be directed to myself.**

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 and web posting

Coronavirus Disease 2019 (COVID-19)

Non-medical Masks and Face Coverings

Wearing non-medical masks or face coverings may be an added way to protect others around you, particularly where physical distancing may be challenging (e.g., on public transit, while shopping). Here are some tips on what masks and face coverings do, when you could consider using one, and how to wear it safely.

If you or a household member has symptoms of, or is suspected to have COVID-19, follow the [guidance for self-isolation](#).

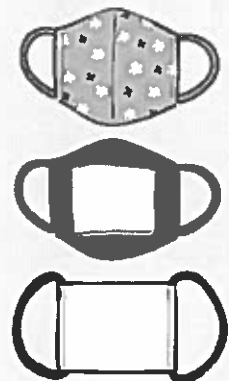
Why use a non-medical mask or face covering

- COVID-19 can be spread from infected individuals who have a few or no symptoms and are unaware that they may be infected.
- A non-medical mask or face covering is intended to protect others from your infectious droplets.
- It may also prevent other people's droplets from landing in your mouth or nose.
- Consider wearing one in areas where community transmission of COVID-19 is occurring and where [physical distancing](#) may not be possible, e.g., public transit, smaller grocery stores or pharmacies.



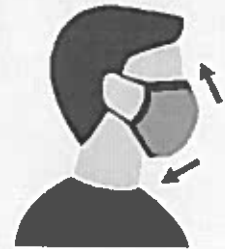
What kind of non-medical mask or face covering should I use

- No specific design or material is known to be better than others.
- The [Public Health Agency of Canada](#) provides guidance on how to make cloth masks.
- Make sure each cloth mask is made of at least two layers and can be laundered multiple times without losing shape or deteriorating.
- Don't offer to children under the age of two, or individuals who are unable to wear it e.g., medical condition, or unable to wear/remove properly.



How to wear a non-medical mask or face covering

- Clean your hands with soap and water or alcohol-based hand sanitizer for at least 15 seconds.
- Make sure it fits **snugly (no gaps between mask and face)** to cover the nose and mouth, i.e., from below the eyes to around the chin.
- Secure it with ties or ear loops so that it is comfortable, and doesn't hinder breathing and vision.
- **Avoid touching the front of the mask or face covering while wearing it** – if you do, clean your hands immediately.
- Wear it as long as it is comfortable, and remove when it becomes soiled, damp, damaged or difficult to breathe through.
- Do not share your mask with others.



How to remove and care for non-medical masks or face coverings that can be cleaned

- Remove carefully by grasping the straps only and place directly in the laundry.
- If you have to use it again before washing, ensure that the front of the mask folds in on itself to avoid touching the front. Store it in its own bag, e.g., paper bag.
- Immediately clean your hands with soap and water or alcohol-based hand sanitizer for at least 15 seconds.
- Machine wash with hot water and with regular detergent, which should kill any viruses.
- The Ministry of Health has more information on the use and care of non-medical masks and face coverings.

Note

- Non-medical masks and face coverings may not provide complete protection against viral particles, especially if they fit loosely.
- As they are not tested to recognized standards, their effectiveness will vary.

The information in this document is current as of May 21, 2020

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