

Memo

COCHRANE TEMISKAMING RESOURCE CENTRE

To: All Staff
From: Daniel Roy
Subject: Covid-19 and HR Matters
Date: March 16, 2020

In line with the World Health Organization and with Provincial and Federal directives, we are communicating the following regarding CTRC operations:

- PRT Staff are working from home and not doing community visits.
- Head Office is closed to the public.
- CSS is closed to the public.
- HR, Finance, and Client Records remain on site with limited service schedules.
- HR is seeking staff from PRT willing to work in Residential to assist with tasks, specifically grocery shopping to limit residential staff out in the public.
- Residential homes are now closed to all visitors.
- Residential Staff with Stat Time and Floaters will be paid out after March 31st.
- PRT Staff with any remaining 2019 Floaters are expected to schedule them ahead of March 31st and let their Supervisor know of the date.
- Any staff that is returning from international travel is to follow Public Health Guidelines and is to contact CTRC Human Resources.
- There are no confirmed Covid-19 cases in Timmins and area.
- CTRC Health Service is monitoring all individuals in Residential Homes and will take actions based on presenting issues with the guidance of Public Health.
- The management team is meeting daily to manage any needs service needs.
- Scheduling will focus on filling house and sick shifts.

- We are attempting to secure extra staffing where needed.
- Van rides with individuals, walks outside are ok but no outing in public settings (Tim Hortons' Drive Thru ok).
- CTRC has created a supply room with materials for residential services needs and will deliver materials when needed.
- The Health Unit has advised Covid-19 tests are only for individuals showing symptoms.
- Staff feeling unwell should call their local Health Unit to receive further direction.

More will be communicated as we have it.

Respectfully,



Daniel Roy
Human Resources Director

Cc: Darren Renaud, Local 664 President
Cindy McQuarrie, OPSEU Regional Representative
Sarah Cashabec for Board Distribution
HR for Web Posting