

COVID-19 INFO

COCHRANE TEMISKAMING RESOURCE CENTRE

To: All Staff
From: Daniel Roy
Subject: Updates
Date: September 24, 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.

- ✓ The CTRC Management Team continues to plan for Covid-19 and our attention is focused on managing the fall 2020 second wave.
- ✓ Given the continued Covid-19 safety protocols in our homes (e.g., masks, cleaning, changing clothing if working in 2 location on same day) we are returning to our pre-covid-19 call-in lists for staff to fill shifts after hours. This should start as of today 18:00 hours.
- ✓ We know fulfilling vacation requests has been impacted by limited staff due to siloing. As always any earned vacation unused at December 31, 2020 will be carried over (6days) and any balance paid out. However, we are offering, on a one time basis, to pay out NOW any vacation earned to date to Residential Staff that submit a written request to Human Resources. **Note there is no requirement to show vacation was requested and declined to be eligible for these payouts.
- ✓ We are planning a Flu Vaccine clinic for all Residential Individuals and Timmins staff. Further details will follow.
- ✓ We will be posting for a Covid-19 Part-Time contract Grocery Shopper. The wage is 18\$ per hour and benefits are as per contract employees (14% in lieu). This Covid-19 Part-Time contract would end when the Reopening Ontario Act 2020 removed the work redeployment, staffing and streamlined regulation 121/20.
- ✓ Advertisement for the Covid-19 contracts will be posted on Timmins Job sites. Please also share with any one you know.

- ✓ **We are needing all the assistance possible as we continue to respond to Covid-19 pandemic.**
- ✓ **If you have any questions please contact me.**
- ✓ **Thank you for your ongoing commitment and efforts.**

Respectfully,

A handwritten signature in black ink, appearing to read 'Daniel Roy', written over a horizontal line.

Daniel Roy, Human Resources Director

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