

March 20 2020

All Staff

Our priority now and over the coming weeks and months is to ensure the health and wellbeing of our staff, the people we support and their families. This memo is to provide you with an update and resources as we all work through these unprecedented times of COVID-19.

Before coming into work, you MUST complete the Self-assessment tool to determine if you are fit to come into work. If you are not, please call your manager or supervisor or on-call manager immediately. These can be found on our website: <http://www.elmiradcl.com/events-and-resources/coronavirus-covid-19-update/>

Updates regarding EDCL's programs and working in the homes:

- Day programs, Respite and Trying It on For Size programs are closed indefinitely and will be reviewed on March 31, 2020
- Passport and SIL programs will continue on a limited and case by case basis
- All events are cancelled or postponed
- Volunteers are not allowed into the homes
- Outside essential services are allowed in the building only if they pass the Screening Test. Copies of the test are available in each home.
- Please only take individuals out in the vans, go through drive thrus, or go for walks.
- It could be quite a while before we will be returning to normal. We are asking staff to get creative and come up with ideas, resources, etc. to keep everyone stimulated and occupied. Please let your manager or supervisor know so we can provide you with what you need.
- Please clean often!

Information and Resources:

Your Health and Safety Committee has put together a variety of resources available to read in all programs in a bright yellow duotang. These resources can also be found in the Staff Section of the website. If one of our individuals presents with symptoms of COVID-19, we will implement our Outbreak Protocol. Please familiarize yourself with the Outbreak Protocol and Infection Control policies in the yellow duotang. We can't stress enough the importance of hand washing and using hand sanitizer frequently.

If you have a concern or question, please seek clarification from your manager privately and in a **calm manner**. If you are feeling **anxious or uncomfortable** coming to work, please talk to your manager.

Please turn over

This is a crazy time with information being updated daily. When making decisions, we only use trusted sources. They are:

Public Health of Waterloo Region - <https://www.regionofwaterloo.ca/en/health-and-wellness/2019-novel-coronavirus.aspx>

World Health Organization – <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Ontario Ministry of Health - <https://www.ontario.ca/page/2019-novel-coronavirus>

Public Health Canada - <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

Effective **APRIL 1 2020**, part time employees will now have access to the EAP program along with the full time staff. We recognize that this can be a stressful time for many and we want you to have options to help you with your well-being.

Please reach out to any of the management team with questions or for support when needed. For specific information please see below as to who to contact.

- Payroll, Human Resources, applying for EI, EAP resources please call or email:
Laurie Thomson 519-669-3205 x229 or lthomson@elmiracl.com
- Health and Safety related
Donna Fulcher 519-669-1567 x23 or dfulcher@elmiracl.com
- Scheduling, information about working on your shift please call your manager, supervisor or on-call manager or scheduling.
- If you are not feeling well, please contact your manager, supervisor or on-call manager. They can direct you as to what to do.
- For general questions or concerns please contact:
Greg Bechard at 519-895-6606 or gbechard@elmiracl.com or
Cheryl Peterson at 519-501-5997 or cpeterson@elmiracl.com



EDCL Management and Joint Health and Safety Committee