

Memorandum

To: Employees, Volunteers, Family

CC: Board and Committee Members

From: Senior Management

Date: March 16, 2020

Re: EDCL- Response to COVID-19/Coronavirus

Information from Public Health and the Ministry of Health/Government of Ontario is changing rapidly. We are making decisions on a daily basis in order to mitigate the risks to the people we support, employees, volunteers and families.

Effective Tuesday March 17, our Day Support Programs will be closing until April 6th or until otherwise notified. We will update the status of this no later than March 31, 2020 so we can allow for time for other arrangements to be made for the participants, as needed. This closure also includes our Respite and TIFS locations as well. The employees working in those locations will be directed to shifts in our residences.

Family/Friends/Service people are restricted from coming into our Residences and only essential services will be allowed in. We would be happy to set up Face Time or Skype to allow you to see your family member while having a conversation!

Should you come to work? If you have questions about coming to work, please use this online screening tool (link below) to determine if there are any concerns. If a concern is noted then you will be directed to call Telehealth. There may be a lengthy wait time. You may also call Public Health or your primary health care provider for further instruction and you must inform your Manager immediately of the direction you have received.

<https://www.ontario.ca/page/2019-novel-coronavirus-covid-19-self-assessment>

Employment Insurance (E.I.) has eliminated the waiting period to collect benefits and employees who have paid time off may use Sick, Float or Vacation time to top up their EI payments. Part-time employees should call their Manager if they are collecting sick leave benefits through E.I. so that we can assist you if needed. EDCL will not see any employees lose money during this period or suffer any interruption in their pays. You should file for E.I. as soon as you have been placed into quarantine or told to self-isolate and your ROE will be uploaded electronically immediately. People who must file for E.I. due to COVID 19 will have their claims expedited. Please inform your Manager as soon as you have begun receiving benefits so we can ensure you are not without any money.

Please be aware that we are doing everything possible to keep everyone healthy and safe.

Greg Bechard

Cheryl Peterson