



MEMORANDUM

To: All Employees of OPTIONS NORTHWEST

From: Anna-Marie Eckensweiler, Executive Director

Date: June 15, 2020

Re: Guidelines for Family visits announced by the Province and Ministry of Children, Community and Social Services.
Please put in the COVID-19 binders as well as read and sign off on the guidelines.

Good day all

We just communicated to all of you on June 11th how we would support families/friends of individuals supported to have visits via a social distancing, outside yard visit. On Friday June 12th, the Government of Ontario as well as our Ministry put out specific directives on how these visits need to occur. This document is very specific on the supervision of the visits by employees, where they are to occur, and that family members must have undergone a COVID-19 test within 2 weeks prior to the visit and it be negative. These new guidelines will be effective for June 18th.

The Pandemic and management team recognize this will put more emphasis on the front-line employees to supervise these visits and ensure that the families are abiding by these new guidelines. These are also being forwarded to the family members. We will be meeting with the supervisors immediately to discuss how to ensure implementation of these new guidelines happens respecting all parties in this process.

Due to the very specific nature of the guidelines, a copy is being made available for the COVID-19 binders, but we also are requesting that each employee read and sign to acknowledge they understand the parameters of these recommendations. Please reach out to a supervisor or the on-call supervisor if at any time there are concerns about this process. Also the clipboards that went out to the homes last week or are in transit to you have blue screening sheets for the family outdoor visits.....with this change, these screening sheets are now YELLOW to acknowledge the changes reflected here. These YELLOW sheets will come into effect on Thursday June 18th.

We apologize for this quick change in direction but like most things with COVID-19, we often are not aware of what might be communicated to us next. We do our best to bring information to you in a timely manner, but things can change daily.

Thanking you in advance for your assistance to help make these social distance visits possible for the individuals we support.

Anna-Marie Eckensweiler
On behalf of the Pandemic Team

