



MEMORANDUM

To: All Employees of OPTIONS NORTHWEST

From: Anna-Marie Eckensweiler, Executive Director

Date: May 4, 2020

Re: Mask update/other updates

Good day

As you are aware, we continue to update you on information that comes our way from the Ministry of Health, local Public Health and our Ministry of Children, Community and Social Services. Our developmental services sector has continued to have better outcomes with employees and individuals being tested negative compared to those in Long Term Care. The Ministries continue to be vigilant in their protection of our sector to ensure the health and safety for all involved.

Our Ministry of Children, Community and Social Services has just recently advised that we should require employees working at all congregate care sites (their terminology for group living) regardless of infection status, to wear masks. We are to limit masks to one mask per person per shift to ensure conservation. Since we already issued cloth masks to all employees the week of April 13th, these should now be utilized at all times when you are working in the homes or face to face with someone. We will distribute additional cloth masks to the homes in the event that someone shows up on shift and has forgotten to bring their mask with them. Additionally, some disposable masks will be brought to the homes for use if no cloth mask is available.

Proper instructions of how to store your mask when you take it off during your shift are attached and will be available in laminated version to have posted in all locations. Paper bags will also be provided for you to take the masks home in to have laundered prior to the next shift. If for some reason you did not receive your mask when they were issued in earlier April, please contact Jill Thompson @ 343-4567 and we will ensure you receive your mask package.

Please note that we have prepared Emergency COVID-19 kits that include all the necessary supplies in the event that someone tests positive in one of our locations. These kits will be deployed out if required.

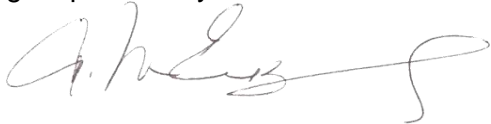
I have also attached a Ministry of Health Guidance document for Essential workplaces. It is a new document that provides some good general information. We thought it would be helpful information to share with you.

I want to also remind you to continue to complete the screening sheets prior to starting all shifts. In the event of a case of COVID-19 these sheets will be important for tracking of contact information. Please complete all questions/information on the sheets.

Your pandemic team meets every day to review all announcements and information and we communicate regularly to you. The Team is made up of the following individuals including myself and I want to thank them for their continued work to keep everyone safe during this pandemic; Mark Beazley, Jill Thompson, Chris Wiseman, Lisa Maki, Suzanne Fiorito and Lilly Gifkins. Everyone's efforts at this time are greatly appreciated and we thank you for your assistance through this challenging time.

Last but not least, while the Ford government announced wage enhancements to front line employees, we have not received any formal communication from our funding Ministry. I participated in a call on Friday May 1st with our Program Supervisors who indicated that there should be direction on this funding out soon. We have not received any funding to pay the pandemic enhancement or direction on who receives it. The initial announcement had indicated that only those working in congregate care settings were to receive it which we are seeking clarification on. We continue to advocate for information on this announcement.

We will keep you posted on all updates. Stay well!!
Please ensure this information gets placed in the COVID-19 binders and the laminated instruction sheet gets posted in your area.

A handwritten signature in black ink, appearing to read 'A. Eckensweiler', with a long, sweeping horizontal stroke extending to the right.

Anna-Marie Eckensweiler