



## MEMORANDUM

To: All Employees of OPTIONS NORTHWEST

From: Anna-Marie Eckensweiler, Executive Director on behalf of Pandemic Team

Date: September 21<sup>st</sup>, 2020

Re: Positive Case Planning for COVID-19  
**Please ensure this information is put into COVID-19 binders**

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Good day

Attached is the OPTIONS NORTHWEST plan in the event of a Positive Case of COVID-19 within our organization for someone we support. As part of our proactive approach and in working with our Ministry and the Thunder Bay District Health Unit, this plan is required to ensure we are continuing our efforts to mitigate risk.

It is an expectation of Ontario Public Health and the Ministry of Children, Community and Social Services that agencies have plans in place to address a positive case. We developed this plan at the beginning of the pandemic and have continued to review and adjust based on input from the Health Unit. The other requirement expected of us is to share it within our organization.

Through all your efforts to stay well and help keep the individuals we support healthy; we have been able to maintain healthy environments. While we had a situation last week that turned out to be negative with an employee, it gave us opportunity to see firsthand how things work. All of our direction comes from the Thunder Bay Public Health Unit when we have concern about a possible positive case. They provide the direction on who should be tested including employees and individuals supported. They also determine who is considered "exposed". None of these judgements are made by us as an organization; we provide them with the information we have and take all of our direction from them. We often have initiated procedures to limit staffing etc. and dispense COVID kits when there has been illness in the home to keep things contained. Last week's situation is a reminder that wearing your masks at all times is a requirement but also your biggest defense against the virus. The Public Health Unit is aware of all of the procedures we have in place to mitigate risk and if everyone is doing their part, we are doing a good job to mitigate risk. Your continued diligence will help us to fight this virus.

Should you have any questions regarding the plan or its implementation, do not hesitate to speak to your immediate supervisor, manager/director or any member of the Pandemic Team.

Thanks for your efforts to fight COVID-19.

A handwritten signature in black ink, appearing to read "Anna-Marie Eckensweiler", written in a cursive style.

Anna-Marie Eckensweiler