



MEMORANDUM

To: All Employees of OPTIONS NORTHWEST

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

Date: November 13, 2020

Re: Positive case; Low risk exposure
Please put in the COVID-19 binders

Good day

On behalf of the Pandemic Team, we wish to advise you that we have been made aware of an employee who has tested positive for COVID-19. We wish to assure you that based on information provided by the Thunder Bay District Health Unit on the possible exposure date of the virus, there are **no employees** that are considered high risk of exposure.

The Pandemic Team went beyond what was recommended and has reached out to anyone that may have had contact with the employee prior to the exposure date to ensure all contact tracing was done and no one is experiencing symptoms.

While Thunder Bay is currently experiencing increased numbers in the City, it is a good reminder to remember to wear your masks at all times, practice good handwashing and hand sanitizing, proper cough and sneezing etiquette, staying home when symptoms first appear and practice social distancing whenever possible. This is our best defense against the virus currently.

There will be additional communication today as we change up some of our practices temporarily (visits with family etc.) during the heightened time in Thunder Bay. More information will be out shortly. Premier Ford is expected to make some announcements however the Pandemic Team wishes to be more proactive in our approach to this virus rather than reactive.

Thanks for your continued efforts to mitigate the risk.

Anna-Marie Eckensweiler