



MEMORANDUM

To: All Employees of OPTIONS NORTHWEST

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

Date: November 30, 2020

Re: Updates on directives; PPE use, visits, travel and screening, training, and groceries.
Please put in COVID-19 binders.

Good day

Hoping this memo finds you well and continuing to keep your spirits up despite our community's rising numbers in COVID positive cases. In our memo of Nov. 24th, we issued some directives that we advised would be reviewed and updated on by Nov. 30th. This memo serves as the update on this information. With numbers continuing to rise in Thunder Bay, OPTIONS NORTHWEST is continuing to try and mitigate the risk by doing the following.

- **PPE:** We have included PPE guidance for safe application and removal of PPE. We know you have been following these guidelines as we have managed to keep our locations COVID free. We appreciate your diligence in this area and wanted to put out the information we distributed early in the spring as a reminder that adhering to these strict procedures will help to keep everyone safe. If you require any additional help in this area, Lilly Gifkins and Suzanne Fiorito have offered to assist in this regard. Please sign off that you have re-read this material. Your supervisor will collect the sign off sheets.
- **Visits with Family; There is no change to the suspension of all visits with family. We will continue this until December 14th. All non-essential and designated indoor visits remained prohibited by the Ministry (including at the office). If weather allows, we will continue to allow visits to occur through a window/door or outside at the group home only for short periods of time.** Phone and computer visits are allowed. As previously stated, the exception to this is when someone is at end of life/palliative or very ill. Those situations will be specifically addressed by the supervisor in that area.
- **Travel and New Screening sheets;** As per the recommendations by the Thunder Bay District Health Unit, OPTIONS is continuing to direct anyone who travels for either essential or non-essential reasons to quarantine for a 14-day period prior to returning to work. Travel is now defined by the Health Unit as outside of Northwestern Ontario. Our screening sheets have been updated to reflect this new information.
- **Training:** All in person training will continue to be **on hold** and will be re-evaluated on Dec. 14th. Exceptions to this will be made in situations where someone is end of life/palliative or very ill and requires specific in person training for pain management or other health reasons. Area orientation may occur at the supervisor's discretion.

- **Groceries:** Online purchasing of groceries has and is available through coordination with the supervisors should employees wish to review this in their locations. Larger orders should be considered to minimize trips out. As well as purchases for snacks/treats for people supported; minimizing trips out for these items would limit exposure in public places.
- We continue to recommend that you do not come to work if you have symptoms of illness. Stay home and avoid congregate living settings and offices for a minimum of 24 hours.
- Where office employees and CRT clinicians are able, engage in more virtual support meetings as opposed to Face to Face.
- We continue to ask everyone to be vigilant in their personal lives as what we do at home affects our co-workers and the people we support. Doing our part not only keeps ourselves well but helps for the overall health of the agency. **Your amazing efforts in this regard have been greatly appreciated.**
- These directives will be reviewed again on Dec. 14th for further direction.

We are open to questions and feedback, please do not hesitate to reach out to a member of the management or Pandemic team.

Thank you for your continued efforts to help fight this virus.

A handwritten signature in blue ink, appearing to be 'M. Smith', is centered on the page.