



## MEMORANDUM

To: All Employees of OPTIONS NORTHWEST

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

Date: December 23rd, 2020

Re: MCCSS messaging regarding the Provincial Lock down

**Please put in the COVID-19 binders**

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Good day

We have already messaged this week the measures that will be taken during the Provincial lock down beginning on Dec. 26<sup>th</sup>. The Ministry has reinforced this messaging by putting out the attached document outlining all of the expectations during this time.

The one item that we wanted to bring to your attention is that any essential visitors coming to the home **must wear eye protection and a surgical mask**. We are only recommending essential visitors during this time if there is a health and safety concern (for example, VON is attending for individuals who are ill or a contractor who has to fix the furnace etc.) If they do not come with a proper surgical mask and eye protection, **we must provide it**. Please be aware of this directive during this time.

If you have any other questions about the information contained in this document, please speak to your supervisor or another member of the management or Pandemic team.

Thank you for your continued efforts to keep everyone safe.

Anna-Marie Eckensweiler