



## MEMORANDUM

To: All Employees of OPTIONS NORTHWEST

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

Date: February 8, 2021(#5)

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

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Good day

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

The Pandemic Team went beyond what was recommended and has reviewed all possible people that may have had contact with the person prior to the exposure date to ensure all contact tracing was done. We are deemed low risk with this possible exposure.

It is a good reminder to remember to wear your masks and shields 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.

We wanted to take this opportunity to share again with all of you the Positive Case plan so that you are aware this exists for OPTIONS and can be enacted at any time. We also are sharing the PPE recommended steps as a refresher as this is crucial for mitigating risk.

Premier Ford is expected to make some announcements today on the emergency order currently in place, so we expect further communication to come out to you this week on the status of visits etc.

Thanks for your continued efforts to mitigate the risk. As always, if you have any questions about the information provided, do not hesitate to reach out to a member of the Pandemic or management teams.

A handwritten signature in black ink, appearing to read 'A. Eckensweiler', with a stylized flourish at the end.

Anna-Marie Eckensweiler