



## MEMORANDUM

To: All Employees of OPTIONS NORTHWEST

From: Jill Thompson, Director of Human Resources on behalf of the Pandemic Team

Date: June 17, 2021

Re: **REMINDERS – PERSONAL PROTECTIVE EQUIPMENT**  
**Please put in the COVID binders**

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Good day,

I hope you are all doing well and enjoying the sunshine and warm weather that has been with us for the last little while! I do hope it is an indication of the kind of summer we will have!

This memo is to serve as a reminder regarding Personal Protective Equipment (PPE) and the requirements for wearing PPE during your shifts.

It is **mandatory** to wear at all times while on your shift, (except for when eating or drinking while maintaining a 6 feet distance from any other employee or person supported). This includes wearing a medical grade mask **as well as** eye protection when inside or outside. This is **NOT OPTIONAL.**

These directives are from the Ministry and have been in place for some time now. I know it has been a challenging time, but now is the time we need to stick to the directives in order to keep all of the people we support, and each other safe and free from Covid.

We encourage you to speak to your immediate supervisor or another member of the management team if you have any questions about the directions given. We are very appreciative of all your efforts to keep yourselves healthy and the individuals we support. Thank you for everything you continue to do for OPTIONS NORTHWEST.

Sincerely,

Jill Thompson  
On behalf of the Pandemic Team