



MEMORANDUM

To: All Employees of OPTIONS NORTHWEST

Cc: UNIFOR 229

From: Tony DeAgazio, on behalf of the Pandemic Team

Date: July 29, 2021 (#24)

Re: COVID-19 update

Please place in the COVID-19 binders

Good morning!

I wanted to advise you of important updates:

- Masking in Office Buildings
- Indoor Visits in Group Homes
- Temperature Wellness Checks for Individuals

These changes take effect Friday, **July 30, 2021**.

Masking in Office Buildings:

- As per Thunder Bay District Health Unit and current provincial regulations:
 - Current regulations require employees to wear a mask or face covering when they are working in an indoor area (including a business vehicle) unless they are exempt. Masks are not required for staff working in an area that is not accessible to the public and where a physical distance of 2 metres from every other person can be maintained at **ALL** times, regardless of the presence of a plexiglass or other barrier.
- What does this mean for OPTIONS NORTHWEST?
 - Staff have a choice to remove their mask when meeting or working together in an office or meeting room, provided that you can maintain a physical distance of 2 metres from each other at **ALL** times.
 - Please print the attached "Masking Required" and have it posted at your office entrance if you would like co-workers to wear a mask when entering your office.
 - Please follow the attached procedures when putting on or taking off your mask.
 - As a reminder, masks are still required in all common areas of both office buildings (86 and 95).

Indoor Visits in Group Homes:

- As per MCCSS (Ministry) guidelines:
 - Active screening of all visitors upon arrival, with policies and protocols in place to admit entry to those who pass the screening.
 - Proper respirator etiquette and frequent hand hygiene.
 - Education on all required protocols will be provided by the site.
 - There is adequate staffing to implement visitation protocols and continue ongoing operations within the setting.
 - Environmental cleaning and disinfection of the visitation space(s) (including washrooms) will occur following recommended IPAC standards.
 - Where appropriate, the congregate setting is able to facilitate visits in a manner aligned with physical distancing protocols, including identifying a space(s) where visiting takes place and the areas that are off-limits (e.g. common areas, etc.) and the maximum capacity limit based on ability to physically distance within a designated space.

Temperature Wellness Checks for Individuals:

- As per TBDHU:
 - The current guidance document by MCCSS replaces previous ones so any indication of them asking for twice daily has been removed. TBDHU has adapted the model through the other guidance documents and LTCH/RH to apply the once daily, with temperatures wellness checks on individuals.

As always, please do not hesitate to reach out to your supervisor or any member of the Pandemic Team if you require support or have questions.

Stay well, stay safe!

Tony DeAgazio