



## MEMORANDUM

To: All Employees of OPTIONS NORTHWEST

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

Date: January 19, 2022

Re: **NEW PROCEDURE – ALL THINGS COVID RELATE (TESTING, ISOLATION, CLOSE CONTACTS, ETC)**  
**Please put in the COVID binders**

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Good day,

I hope you are all doing well despite this surge of Covid-19 that we have all been dealing with over the course of the last several weeks.

In an effort to streamline processes and create consistency for all employees and individuals supported, supervisors, the pandemic team and the health unit, effective immediately during all hours of the day the following process is to be followed:

1. **Any employee who becomes symptomatic they are to call their immediate supervisor or the on-call supervisor as per regular procedure.**
2. **All notifications from supervisors will then be made to myself (Jill Thompson) for me to track and manage.**
3. **Any employee who is being tested on either Rapid Antigen Tests or PCR test is to notify their supervisor immediately and they will inform myself (Jill) immediately.**
4. **Any employee who tests positive on either a Rapid Antigen Test or a PCR test will notify myself (Jill) immediately. I will take care of the other notifications and will be the point of contact for all things related to your positive test from that point forward.**
5. **Any employee who is deemed to be a close contact (by either the Health Unit or otherwise) will notify their supervisor who will then notify me immediately. This is important for any employee who may be caring for a child who has tested positive.**
6. **I will be the main contact for all Health Unit inquiries. For employees testing positive, please provide my contact information to any health unit contact you may have. This will be important in cases where workplace transmission is possible.**

I recognize that this a period of time where anxieties and stress are at a high level. I encourage each of you to take proper care of your own health and mental well being. As a reminder, our EAP program is available to all staff 24 hours a day, 7 days a week. They can be reached at: 1-866-331-6851. I am also available to speak to at any time, should you wish to.

My contact information is:

[Jill.thompson@optionsnorthwest.com](mailto:Jill.thompson@optionsnorthwest.com)

807-628-4282 (cell)

You may call, text or email me anytime.

We are very appreciative of all your efforts to keep yourselves healthy and the individuals we support healthy in turn. Thank you for everything you continue to do for OPTIONS NORTHWEST.

Sincerely,



Jill Thompson

On behalf of the Leadership Team