



MEMORANDUM

To: All Employees of OPTIONS NORTHWEST

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

Date: March 25, 2022

Re: **NEW PROCEDURES – ALL THINGS COVID RELATED (TESTING, PPE, TRAINING)**
Please put in the COVID binders

Good day,

I hope you are all doing well despite the dump of snow we got this week. It's making this long winter seem even longer.

There have been some changes to testing, PPE and training with regards to Covid. Effective immediately, please adhere to the following protocol:

1. **Eye protection is no longer required when working in the congregate living setting, effective today – March 25, 2022.**
2. **All direct support employees who are providing in person support should be doing Rapid Antigen Testing two times per week. This includes ALL employees (FT/PT/CAS) working in all areas of the agency (RC, SW, CPW, Home Share). For all Casual staff, the testing kits can be picked up at our 95 N. Cumberland Street office during regular business hours.**
3. **VERY IMPORTANT** –Testing should be done by swabbing your throat first, then both nostrils (using the same swab). This differs from the directions in the boxes, however, this is the new directive.
4. **For the next 3 weeks (Until April 15, 2022) when attending training at the offices you will be required to wear a mask where hands on training must occur (NCI & First Aid). While you are sitting at a table, your mask is optional. However, as you move to the hands on portions of these trainings, you are required to wear a mask. If you are attending a meeting at the office or other training that does not involve hands on, masks will remain optional.**

I recognize that this a period of time where anxieties and stress may remain at a high level with all of the changing guidelines. 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

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,

A handwritten signature in cursive script, appearing to read "Jill Thompson".

Jill Thompson

On behalf of the Pandemic Team