



MEMORANDUM

To: All Employees of OPTIONS NORTHWEST

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

Date: August 20, 2020

Re: Updates on Masks
Please put in the COVID binders

Good day

Just wanted to provide an update on the wearing of masks during shifts.

We currently have a shortage of Level 1 disposable masks but have been sent a large inventory of Level 2 (med/surgical masks), so we will be distributing the Level 2 masks to the homes for use in place of the Level 1 masks for the time-being. The boxes are labeled surgical/procedure masks and we did not want anyone to be confused as to whether or not these masks can be worn. They in fact can be worn and are what we have to distribute at this time.

You should be wearing your OPTIONS NORTHWEST issued cloth mask, or a cloth mask of your choice, for the entirety of your shift but these disposable masks can be worn when performing personal care, bathing, showering etc. Should your cloth mask become soiled or wet, these disposable masks can be worn as well.

As a reminder, if individuals supported need to attend an appointment out in the community, masks are required to be worn in public spaces. Individuals who are not able to wear a mask are exempt from this which is why we are strongly encouraging you to evaluate where you are taking people who cannot wear a mask. Our Ministry has deemed it necessary for **all employees working in direct care to wear masks for their entire shift. (removal for eating is permitted)**. We recently have had some inquiries to this but there are no new directives with respect to the requirement. Employees in the office locations are also wearing masks in the buildings when they are out of their offices in the hallways or any public space.

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