



MEMORANDUM

To: All Employees of OPTIONS NORTHWEST

From: Anna-Marie Eckensweiler, Executive Director

Date: June 26, 2020

Re: Family visit requirements; Digital thermometers and Posters
PLEASE PUT INFORMATION INTO THE COVID-19 BINDERS AND POST WHERE REQUIRED



Happy Friday and Canada Day week next week

We communicated last week some new regulations put out by the Ministry of Children, Community and Social Services about family visits. Part of the new criteria for visits along with them having to be outside with social distancing, is the requirement for employees to do a temperature check prior to the family member visiting. In order to accomplish this in the least intrusive manner, we had to order digital/thermal thermometers to allow for a no contact temperature reading. Some locations have these kinds of thermometers, but most did not. New ones were ordered for the locations that did not have them and are being distributed with this memo.

Public Health recommends that when temperatures of family members/friends are being taken, **proper PPE must be worn as social distancing is not possible**. We are issuing shields and the instructions for their care in the event that you are having to take a family member's temperature prior to a social distance visit. You are to wear a surgical/medical mask (not your cloth one or a level 1) and a shield to do the temperature check. Shields should not be shared. They can be cleaned and then that becomes yours to use. Record the temperature on the Outdoor screening sheet on the clipboard. There isn't a designated place at this time so instead of issuing new screening sheets, just document the temperature anywhere on that sheet. Anyone with a fever would not be allowed to visit.

The Ministry also provided posters for guidance on these visitations which we have enclosed for you. Please post the Visitor policy poster at the entrance for families to read prior to their visit. The checklist poster is to ensure you have completed everything needed for the visit to occur.

We know that some families may not want to have a COVID test prior to the visit. This is a provincial requirement by the Ministry not an OPTIONS initiated policy however we must adhere to the direction provided. Any concerns raised by families can be re-directed to a member of the management team. Also, families can still visit over the phone, via technology or window visits whereby they remain outside, and individuals remain inside that these rules would not apply.

Public health also just put out new general posters for reminders of entering of premises. Please take down your older versions and place these ones at the door for all employees or other essential visitors as a reminder to check for symptoms and travel prior to entry.

The information changes frequently so I apologize that lots comes out to you but as long as emergency orders are in place, these guidelines become requirements that we have no choice but to implement.

Thank you again for all the work you continue to do to keep everyone safe. All of the provincial emergency orders have been extended until mid-July as the Ford government is trying to keep the most vulnerable individuals; those in long term care and our sector, safe. We appreciate you staying close to home for now unless essential appointments are required. The warm weather lends itself to being out in the yards more and hopefully things will start to open up a bit for our sector over the summer months.

Any questions regarding this information, can be directed to the supervisor or any member of the management team. Stay well!!!

A handwritten signature in black ink, appearing to read 'A. Eckensweiler', with a long, sweeping flourish extending to the right.

Anna-Marie Eckensweiler
On behalf of the Pandemic team