



MEMORANDUM

To: All Employees of OPTIONS NORTHWEST
From: Anna-Marie Eckensweiler, Executive Director
Date: April 8, 2020
Re: Order in Council

Hi all

I wanted to communicate to you about the Ontario regulation that came out as an Order in Council on April 3rd, 2020. This is legislated by the government as it relates to the Emergency Management and Civil Protection Act Order which governs Service Agencies providing services and support to adults with developmental disabilities. For full details of the Order, they can be found on the Ontario government's website.

The full order outlines what measures agencies can take to address their service needs as it pertains to the care of individuals during this time of pandemic. Essentially the order indicates that **“every service agency shall and is authorized to take, with respect to work deployment and staffing, any reasonably necessary measure to respond to, prevent and alleviate the outbreak of the coronavirus (COVID-19)”**

It allows for agencies to deploy employees, union and non-union to areas we deem necessary and includes provision for the employer to cancel, suspend leaves, vacations and change hours of work etc. On behalf of the management team, we wanted to bring some awareness of this Order in Council to you but wanted to stress that while many organizations had already implemented many of these things before the order was granted, OPTIONS NORTHWEST has continued to work in collaboration with UNIFOR and ONA and it's non-union employees.

At this time, we have not issued blanket recommendations to cancel all vacations and leaves but review our staffing situation daily. While the order provides for provisions that operate outside of the Collective Agreements for our unionized employees and outside our OPTIONS NORTHWEST policies for non-unionized employees, we respect the relationships we have built with all parties and hope to continue to work with all of you as partners in this fight against this pandemic of COVID-19.

As this pandemic progresses and the demands on our employees either gains momentum or levels out due to flattening of the curve, we will continue to assess each day our needs for the organization. Decisions will be made based on availability of staffing and the situations as they present themselves. We will continue to communicate any changes in our direction and will work with UNIFOR and ONA and our non-union employees should we need to implement any of the provisions of the order.

This Order in Council further provide provisions to allow for some leniency with QAM requirements. For example, mandatory training may be delayed without penalty at compliance time however there are

exceptions to every situation. For us it is business as usual as much as we possibly can do with documentation and following policy. This will be further reviewed with the management team and any exceptions to following QAM will be documented to ensure individuals are not put at risk by any actions of the organization.

We continue to thank you for your efforts to provide support under such trying times and circumstances. Questions you may have can be directed to your supervisor or any member of the management team.

Thank you!!

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

Anna-Marie Eckensweiler