

COVID-19 COMMUNIQUE #4

TO: All Staff	RE: Update
FROM: Emergency Preparedness Leadership Team	DATE: March 19, 2020

HAPPY SPRING TO ALL!



The first day of Spring should not go unnoticed! Happy Spring to all! Today's communique will focus on updates and provide you with some information regarding time off requests.

CLA's GRUB HUB

SIL staff under the culinary cooking team have prepared and distributed the following to those living in SIL:

- 462 – meals (cooked and packaged within 14 hours)
- 1 – 40lb case of bananas
- 1 – 36lbs case of apples
- 1 – 40lb case of oranges
- Variety of homemade muffins and cookies
- Prepackaged snacks

Thank you to all who have assisted in this endeavour. We will go back at it again next week to ensure the people we support in SIL are kept healthy and safe!



GROUP HOME UPDATE

Today we have heard from all our group homes and are hearing that things are going very well. Some Individuals have been able to pop into the day services (which are being reserved for our group home use only) and are out and about for some drives and drive thrus!

SUPPLIES

We are still searching out cleaning supplies and celebrate when we score things such as toilet paper, hand soap and Lysol wipes! We have been able to go into Walmart and explain that we are shopping for numerous people (almost 40 in SIL) and they have thankfully allowed us more than the limit.

We have started a list of businesses and people that we owe a big thank you and if you have anyone for us to add please let us know!

TIME OFF REQUESTS

As previously mentioned we are striving to be very flexible with requests for time off. All requests for time off will be considered on a case by case basis and approved by the Executive Director. Please send Sharon an email in order to get the Time Off Request form.