

## COVID-19 COMMUNIQUE #2

TO: <b>All Staff</b>	RE: <b>COVID-19 Plan</b>
FROM: <b>Emergency Preparedness Leadership Team</b>	DATE: March 16, 2020

Today your COVID-19 Leadership Committee (one representative from each service) met to discuss plans to keep the Individuals you support and staff safe during the outbreak. We have implemented a **three phase comprehensive plan** that includes:

1. Preparedness – Gathering of resources and determining responsibilities for the various supports.
2. Prevention – Review of current hygiene and cleaning practice and what additional measures need to be put in place at this time.
3. Containment – Should an Individual we support contract COVID-19, a case by case plan is waiting in the wings, if we have to implement this phase.

Further, we have determined that:

- All programs and outings have been cancelled.
- Day Services have been cancelled until at least April 6<sup>th</sup>, 2020.
- Some of the day service staff will be reassigned to SIL supports. Remaining day service staff may be utilized to open the services to group home Individuals to alleviate boredom.
- Respite will transpire on a case by case basis, and in environments CLA can contain (CLA SIL home, staff respite homes).
- Any Individuals living in residential settings that leave the home to stay with family are asked to not return until April 6<sup>th</sup>, 2020.

These are trying times for all, and we have implemented the following to prevent spreading of the virus and to help ease the stress:

- Any staff who has been out of the country, must self isolate for a period of two weeks.
- Any staff who have family members returning from out of country must also self isolate for two weeks upon their return.
- We understand that staff may have challenges with young families or vulnerable adults in their care. We ask that you become creative with your availability if possible; however, if there are no options and you feel more comfortable self-isolating, we do understand. Please ensure that you speak with your manager about this.
- We will work with staff to ensure there are no financial hardships while we deal with COVID-19. The union has suggested that we consider creating a bucket of hours that staff may wish to

share with others who do not have the ability to have time off banked. We will get back to you on how that can transpire, and how to access that bank.

- We would also ask that staff with skills that may be help us with this pandemic to self identify to your manager so that we can deploy supports where/when needed.
- If you are feeling anxious, please do reach out to your manager or Mac Girouard as the association's mental health lead.
- You also have access to our EAP should you wish to remain anonymous (613.549.5561).

### **Communication**

We will communicate updates to you via your CLA email and through CLA's website. We will send the link out tomorrow to access the webpage specific to COVID-19.

While it may appear that our approach has last minute changes. Our information and directives are coming in real time and can change by the hour. We will communicate any changes to our plan to you as soon as its feasibly possible.