

Memo

To: All CLC Staff

From: Cindy MacKay-Musso, Executive Director

Date: March 17, 2020

RE: Communication Update for Staff #3

First, I would like to take this opportunity to thank all staff. You have shown extraordinary levels of dedication and support as we have been required to adjust and adapt rapidly our operations to ensure we are taking every reasonable precaution to prevent the spread of COVID-19.

We are currently faced with a higher level of staff shortage on the weekend due to an increased amount of illness and/or need to self-isolate. We are seeking any of our fulltime staff who are interested and able to adjust hours to include weekend shifts, temporarily, during the closure of schools, daycares, day programs etc. If you are able to work weekends, on a temporary basis, please connect with your Program Manager. Again, the schedule changes will be temporary until we are able to resume regular operations of all programs.

Today, the Government of Ontario made an order declaring an emergency under s 7.0.1 (1) the Emergency Management and Civil Protection Act. As a result of this declaration and its associated orders, the following establishments are legally required to close immediately:

- All facilities providing indoor recreational programs;
- All public libraries;
- All private schools as defined in the Education Act;
- All licensed child care centres;
- All bars and restaurants, except to the extent that such facilities provide takeout food and delivery;
- All theatres including those offering live performances of music, dance, and other art forms, as well as cinemas that show movies; and
- Concert venues.

Further, all organized public events of over fifty (50) people are also prohibited, including parades and events and communal services within places of worship. These orders will remain in place until March 31, 2020 at which point they will be re-assessed and considered for extension.

We recognize the latest measures implemented by the Province are necessary and yet will also have a significant impact on all of us at CLC. In addition to the above, the additional measures will be in effect immediately:



Inspiring Possibilities

Restricting visitors to Residential Programs

Effective immediately, only scheduled staff, managers, and essential service providers will be permitted entrance to residential homes. Family members can maintain communication with participants through phone calls and/or technology. Please advise both participants and families that should regular home visits continue, participants will be required to remain with their families for the entire duration of the crisis.

Restricting visitors to Ops Centre

Effective immediately, access to the Ops Center will be restricted. We ask staff and participants not to visit the Ops Center unless it is strictly for work purposes and they have a scheduled appointment. If you must be at the Ops Center you are asked to limit your interactions with only the individual(s) you are scheduled to meet. As always, please ensure you check in with reception upon your arrival to the Ops Centre.

Thank you all for your continued support to ensure that staff and participants are adequately protected in the face of this exceptional situation.