

March 5, 2020

Community Living Employees, participants and Families:

Community Living Cambridge is committed to providing you with the most up-to-date information and planning to deal with the event of a Corona Virus pandemic occurrence.

As of today The Ontario Ministry of Health and The Region of Waterloo have a laboratory **confirmed case of Coronavirus (COVID-19) in our region**. Our Pandemic Plan protocol requires that we undertake the following actions:

- Convene a Pandemic Management Team consisting of the Executive Director, Residential Services, Finance, CPS and HR Directors and a member of the Joint Health and Safety Committee. Additional ad hoc members will be the Operations Manager and the Resource Manager. Starting tomorrow March 6, they will meet weekly and daily if required.
- Implement communication measures to keep everyone up to date
- Monitor and report any indications of flu like symptoms on participants and staff
- Ask participants and staff to avoid public places if possible

Please see the information below from Public Health that contains accurate information on the virus infection and prevention.

You have our continued commitment to keep you advised of the measures being taken to minimize the impact of this event on all participants and staff. We ask for your support in these efforts

Sincerely

Cindy Mackay-Musso

Executive Director

According to Public Health's website these are the steps will help to reduce the risk of infection or spreading infection to others:

- wash your hands often with soap and water for at least 20 seconds
- avoid touching your eyes, nose, or mouth with unwashed hands
- stay home if you are sick
- when coughing or sneezing:
  - cover your mouth and nose with your arm or tissues to reduce the spread of germs
  - immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- avoid visiting people in hospitals or long-term care centers if you are sick

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html#p>