



## MEMO

TO: All Staff	RE: COVID-19
FROM: Management	DATE: March 13, 2020

COVID-19 has received a lot of attention and it is clearly on the minds of our staff, families and public at large, and rightly so. CLA has been following the progression of the virus carefully and are taking direction from the Ontario Ministry of Health and the Public Health Agency of Canada.

Our infection control practices are in place and are a routine part of our duties and responsibilities. At this point we ask that you remain vigilant in completing your duties to ensure that our services and supports remain at the highest standard of cleanliness and, that you and the Individuals you support follow the recommended hygienic practices.

We ask that you monitor your health, those of your loved ones and those that you support for symptoms of COVID-19 and to seek medical attention if there are any concerns.

Our staff and their families are very important to CLA. We know that there are stresses on you and your family during this time and we will work with you to meet your needs the best we can.

The spread of COVID-19 may influence how we respond as an organization and our directives may be fluid as more information comes to light. At this time, we ask that you:

- Advise your manager if you are travelling to any of the hot spot countries for COVID-19.
- Ensure that our infection control practices are followed.
- Work diligently with the people we support to ensure they follow precautions, including proper handwashing.
- Avoid large group gatherings with the Individuals we support.
- Post the attached fact sheet from the Public Health Agency of Canada on COVID-19 in a prominent location within each service.

More communication will follow early next week.