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Charitable Registration No. 134898782RR0001

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Re: COVID-19

To the Staff, Students & Volunteers of Parents for Community Living (PCL);

Parents for Community Living has been monitoring developments pertaining to COVID-19. As you may be aware COVID-19 has now been declared a pandemic. As an organization that works in the vulnerable sector, the safety and well-being of the people we support and our staff team is of utmost importance. As your employer, we are taking our responsibilities seriously and we will update you as information becomes available. Please be assured that PCL is working to be as prepared as we can be.

We need to do as much as possible to reduce the potential spread of illness through preparation and taking the following precautions:

- Staff, Students and Volunteers, are asked to stay home if they are sick or have been exposed to someone who is sick. If you or a close contact have recently travelled, please let your Supervisor and HR Director know immediately. Do not come into work if you have visited, within the last 2 weeks, any of the impacted areas identified by the Government of Canada as a risk of the coronavirus (COVID-19) without first contacting your Program Supervisor by phone.
- Continue to observe proper handwashing techniques and cover your coughs and sneezes as advised by Public Health. Please encourage the people we support to do the same.
- Staff have personal protective equipment to ensure the safety of staff and the individuals supported.
- The Senior Management Team has reviewed and updated PCL's Pandemic Policy. It is staff's responsibility to ensure that they have read and understood what is required.
- Homes have emergency kits as well as required medication

At this time, Public Health advises the following steps to be followed by residents of Waterloo Region:

- Wash your hands often with warm water and soap or an alcohol-based hand sanitizer
- Avoid contact with people who are sick
- Stay home when you are sick
- Sneeze and cough into your sleeve
- Avoid touching your eyes, nose, and mouth

In the event that COVID-19 begins to spread in the community, changes in programming may be necessary, including reductions in community-based activities. Parents for Community Living will continue to monitor the COVID-19 situation and make adjustments as needed to ensure the safety of the people we support and our employees. In the meantime, let's all work together to keep the community safe by following the above guidelines.

For updates, please monitor Parents for Community Living's social media accounts for information. (Facebook, Instagram and Twitter)

Katherine Loveys
Executive Director, Parents for Community Living