

PCL MEMO



March 16, 2020

To: All employees

Re: Pandemic Planning

In these uncertain times, I wanted to reach out to you personally about what will be the next phase for Parents for Community Living KW Inc to combat COVID-19. Communication will be ongoing, and you are encouraged to go to our website where links and communication will be posted.

At PCL, our priority is the health and safety of the people we support and our employees. The outcome we are striving for is to NOT have a case of COVID-19! To that end, we will be implementing the next phase of our action plan which is to be proactive versus reactive. We would rather be safe than sorry!

First, I want to say how valued all of you are as a team member, and the work that you do everyday is important to protect those most vulnerable. Like our colleagues in health care, your commitment in the face of this challenge will not go unnoticed.

Now, more than ever, we need everyone to step up and work together to ensure the health and safety for all.

PCL is closely monitoring developments related to COVID-19 in our community. The situation is dynamic and we are working diligently to ensure the impact on services is as limited as possible. Please make sure you continue to check your email and the PCL website to stay up-to-date.

All Day Programs and Respite

Effective Monday March 16, all of our Day programs will be closed to all participants for a period of three weeks. Respite services will be suspended for three weeks as of March 20. We will re-evaluate the situation after that time.

We encourage all employees who are working to limit outings in the community to minimize exposure to those we support.

Communication will be going out to each employee, through our website and via social media. Supervisors will be in contact with day program staff to discuss workplace options.

To all Part-Time/Relief DSPs:

If you are available to help by taking on shifts at our homes, please contact your Supervisor.

Events & Meetings Postponed

All meetings or training sessions are cancelled at 30 Dupont Street for the next two weeks. This includes: Agency Orientation, CPI, and all outside groups. Where possible, and if necessary, meetings can take place via conference call or other media.

Employees Returning from Travel

Any return from travel outside of Canada since March 14 requires you to self-isolate for 14 days.

Contact your supervisor immediately upon return home to Canada.

All travel plans within Canada and outside of Ontario need to be disclosed to your Supervisor. The following information about travel is required:

- *Dates of travel*
- *Locations*
- *Any connecting cities/stops/layovers*
- *Mode of travel - car, plane, public transportation*
- *Any other travel detail of note*

Mental Health in the Workplace

Mental Health in the workplace is an area we are very concerned about. Anxiety may be prevalent, although we are trying to alleviate this by sharing facts. Please access your EAP resource, communicate with your team, and ask questions when needed.

The people you support will need to have plain, clear language used when explaining and, of course, mindful interactions as they too go through this social phenomenon.

There is no better remedy than to be vigilant with the practice of hand washing and cleanliness. **Frequent washing with soap and water for 20 seconds can go a long way to preventing the spread of this virus.**

As the situation remains dynamic and ever-changing, so are the planning discussions that the Leadership Team is engaged in daily. Please keep checking your email, PCL's social media and website for updates. Together we can keep all of us safe and healthy if we all do our part.

Keep calm and wash your hands.

Kathy

Katherine Loveys
Executive Director
Parents for Community Living KW Inc
Waterloo, Ontario
N2J 2G9
Phone: 519-742-5849
Mobile: 519-589-2042