



**April 10, 2020**

**Re: COVID-19**

**To: All Staff of Parents for Community Living**

Parents for Community Living continues to monitor the developments of COVID-19 in the Waterloo Region. As an organization that works with some of the most vulnerable in our community, the safety and well-being of the people we support and our staff team is of utmost importance. It is absolutely critical that you adhere to the mandates and recommendations of our Public Health and Government officials to protect yourself, your families and those we support.

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

- Staff should stay home if they are sick or have been exposed to someone who is sick.
- As soon as you arrive on shift complete the self-assessment of your health honestly and do not go into the home if you are exhibiting any symptoms.
- 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 will be provided personal protective equipment (PPE) to ensure the safety of staff and the individuals supported **if it is required. It is important we only use PPE when absolutely necessary to save our supplies should we have a confirmed case of COVID-19.**
- 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. Policies continue to be updated as PCL receives updates from the Ministry of Health and the Province of Ontario and its officials.

Continue to be vigilant with the following practices:

- 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
- Stay home and only go out for essential appointments, groceries or medication

Be careful with how much media you expose yourself to including social media. There is a lot of inaccurate information on many forms of social media. Fact-check what you read, see and hear.

The most accurate sources of factual information is the World Health Organization, Waterloo Region Public Health and the Centre for Disease Control. Use their websites for fact-checking.

As you know we are in a **State of Emergency**. I cannot stress enough the importance of staying home before and after your shifts at PCL and avoid contact with anyone other than your immediate family. **Protection of those we support who are most vulnerable to COVID-19 starts with YOU.**

For updates, please monitor Parents for Community Living's social media accounts for information. (Facebook, Instagram and Twitter). Please feel free to contact me, your immediate supervisor or our Senior Leadership team if you have any questions or concerns.

Stay calm, stay healthy, stay safe.

Katherine Loveys  
Executive Director  
Parents for Community Living KW Inc  
[kathyl@pclkw.org](mailto:kathyl@pclkw.org)  
519-742-5849 Ext. 101