

## Memorandum

**To: All LCDS Stakeholders**

**Date: March 19, 2020**

**From: Emergency Management Team**

**Subject: COVID-19 Pandemic Agency Update**

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Hello all,

The LCDS Emergency Management Team thanks you for your patience as we continue learn more about COVID-19 Pandemic. We would like to share the following updates on protocol and procedure with you:

### **Protocol & Procedure**

- **People Supported Leaving LCDS Services or Support Locations for Home Visits** – effective immediately any person leaving LCDS Services or Support Locations for home visits will not be permitted to return until the Pandemic has ended.
- **Admin Building Access Limited to Reception Area** – Please put all mail in the box in the reception area, and see admin assistant about mail pickup. If after hours, please put mail in box outside the admin building.
- **Sanitizing Ratios** – 1 part bleach to 49 parts water as per directives from Ministry of Health. It is important to recognize that increasing the ratio will not increase the effectiveness and will deplete our stock faster.
- **Visitors Screening Checklist** – Employee will complete with the visitor the revised LCDS Visitor COVID-19 Screening Checklist, please see attached.

### **Financial Investment Concerns**

- Please contact your plan advisor(s) to discuss any financial investment concerns.

### **Current COVID-19 Communications**

- All LCDS Stakeholder EMT COVID-19 memos can be found on website <https://lcdspetrolia.ca/> by scrolling down and accessing the 'news' link under the Sitemap tab at the bottom of the home page.

As always, we will continue to try to balance the essential services needed for people supported, their families and for our employees to keep everyone as safe



T: (519) 882-0933 • F: (519) 882-3386  
Lambton County Developmental Services, 339 Centre Street, Petrolia, ON N0N 1R0  
[www.lcds.on.ca](http://www.lcds.on.ca)

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as possible. We will continue to monitor and update you all as quickly as we can.  
Be well!

Sincerely,

Emergency Management Team  
[emt@lcds.on.ca](mailto:emt@lcds.on.ca)