

M e m o r a n d u m

To: All LCDS Stakeholders

Date: March 25, 2020

From: Emergency Management Team

Subject: COVID-19 Pandemic Agency Update

Hello all,

As of the time of preparing this memo, there are 5 confirmed cases and 0 deaths as a result of COVID-19 in Lambton County. The EMT will continue to monitor the situation around-the-clock. In light of the confirmed cases the EMT will be moving to the next stages of our pandemic plan. Decisions will need to be made in a timely manner, and unfortunately in these unprecedented times consultation may not be possible. Rest assured we are considering ALL aspects of the agency as a whole, and the health & well-being of ALL Stakeholders. We are now planning for the long term.

We would like to share the following updates on protocol and procedure with you:

- **Admin Business Hours** – We are reducing office hours, effectively immediately admin office hours will be from 9:00 am to 3:00 pm and will continue to be closed to the public. We will be meeting with the admin team to discuss their ability to flex their work schedule and work remotely.
- **Screening** – Continue as previously instructed.
- **Isolation Plan** – Has been drafted to address if/when someone within our services is symptomatic for COVID-19. Further communication will be shared regarding this plan.
- **Passport** - All passport shifts have been cancelled, except where the Manager has indicated and notifies the EMT that it is an essential support for a person's mental health.

Scheduling

- As of 3:00 pm on Friday, March 27th, Petrolia Enterprises will be closed

Current COVID-19 Communications

- All LCDS EMT COVID-19 memos and resources can be found on the LCDS website <https://lcdspetrolia.ca/>



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

We are in unpredictable and unprecedented times. Decisions will be based on the most recent information, data and resources available. While we understand that you may not agree with decisions, we ask that you respect them. We will always try to balance the essential services needed for people supported, their families and for our employees to keep everyone as safe as possible.

The best defense against COVID-19 is to Wash Your Hands!

Sincerely,

Emergency Management Team
emt@lcds.on.ca