

## M e m o r a n d u m

**To: LCDS Stakeholders**

**Date: March 26, 2020**

**From: Emergency Management Team**

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

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Hello all,

COVID-19 has been confirmed in Sarnia-Lambton. The EMT will continue to monitor the situation around-the-clock. In light of the confirmed cases, the EMT has moved to the next stages of our pandemic plan. Decisions will be made as timely as possible. We continue to work with Ontario Health and Lambton Public Health to ensure protocols are safe.

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

- **Admin Business Hours** –The inside door at the admin office is now locked; please call Melissa at ext. 50 to arrange for mail pickup. She will place the mail inside on the table. Just a reminder, that the admin office hours are from 9:00 am to 3:00 pm
- **UPDATED Screening for Employees and Essential Visitors** –Item C on the Screening Tool has been updated to provide clarification regarding people having other employment in addition to working at LCDS, please see attached and replace the screening tool at your designated screening location.
- **Isolation Plan** – We are consulting with the Public Health representative that is assigned to the developmental services sector regarding our isolation plan should a person supported become symptomatic. It is essential that if a person that you support develops any COVID symptoms you must isolate them immediately, use PPE, and contact the person's Doctor and your location manager immediately. The manager will inform the EMT. Please refer to the guidance document on SharePoint for further instructions.
- **Temperature Testing** – Effective immediately, please start testing people supported temperatures once a day. Thermometers must be sanitized using alcohol swabs after each use. **Temperature (oral/ear) 38° Celsius or 100.4° Fahrenheit or over is considered feverish. Refer to step #3 in the LCDS COVID-19 Guidance Document.**

### **Management On Site**

- Managerial oversight is required and essential as per the Ministry of Labour MCCSS, and the Occupational Health & Safety Act. Managers are also responsible to provide support and guidance to employees, and maintain regular family contact, which will require periodic onsite check-ins. We are working with managers on submitting work plans to work from home to complete their other duties and reduce potential exposure to the COVID-19 virus.

### **Scheduling**

- Core Teams – We are working to identify core teams for each location which will reduce employees working at multiple locations; this is going to take flexibility and commitment from core team members to ensure adequate support at all locations; only in emergency situations will additional staff be utilized.

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

- All LCDS EMT COVID-19 memos and resources can be found on the LCDS website.

Again, we are in unpredictable and unprecedented times. 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. Thank you for cooperation and patience.

The best defense against COVID-19 is to physical distancing and to Wash Your Hands! Thinking of you all.

Sincerely,

Emergency Management Team  
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