

Memorandum

To: All LCDS Stakeholders
Date: March 17, 2020
From: Emergency Management Team
Subject: COVID-19 Pandemic Agency Update

As you are aware, this morning the Provincial Government declared a State of Emergency for the Province of Ontario due to the COVID-19 Pandemic. Please see the attached news release from the Ontario Government regarding the State of Emergency. **Please keep in mind this not a provincial shutdown and the situation could change hourly.**

The LCDS Emergency Management Team has been working diligently to keep updated on new developments, provide information and necessary protocols related to COVID-19 planning for the agency. We must try to balance the essential services needed for people supported and their families and for the needs of our employees to ensure everyone is kept as safe as possible.

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

Protocol & Procedure

1. All procedure, protocol and process changes will flow through and from the EMT.
2. Please refer to all memos and information sent to assist with any questions or clarification required. Please contact the EMT with specific questions or for clarification required via email at emt@lcads.on.ca.
3. Please check your email regularly as this will be our main mode of communication. We will also post updates on social media and the agency website.

Closures/Service Updates

- **Group Living Residences** will continue as previously prescribed. Only essential visitors will be allowed into the residence after being screened by staff. Doors will be locked to prevent accidental entry.

- **Olde Post Office Gift Shoppe** will be closed immediately and until March 31.
- **Petrolia Enterprises** will remain open with no public access. All business will be conducted by phone and email. Doors will be kept locked to prevent accidental entry.
- **Host Family** will not provide direct visits and will complete check-ins via phone and email.
- **Supported Independent Living (Petrolia/Sarnia/Forest)** will limit exposure and modify site visits with people supported. We will work with these support locations to establish protocols and procedures for their specific program support requirements.
- **Empowering Employment** will not look to procure new opportunities and will not conduct any job assessments at this time. We will work with Empowering Employment to establish protocols and procedures for their specific program support requirements.
- **Passport** shifts can continue as scheduled however, people must avoid community exposure (malls, etc.). Walks outside, activities in the home or going for a drive are recommended. Passport workers coming into locations must be actively screened by staff.
- **All Offices (King St, Ann St & Administration)** will remain open with no public access. Doors will be kept locked to prevent accidental entry.
- **All people supported returning from a family visit will be screened by support staff.**

Communication with MCCSS and Ontario Government

We did reach out to MCCSS Program Supervisor Mary Harper and MPP Sarnia-Lambton Bob Bailey immediately after Premier Ford's announcement declaring a State of Emergency for Ontario. We want to ensure that they know that the Developmental Services Sector, the people we support, their families and our employees are impacted greatly by our requirements to provide services and supports to the some of the province's most vulnerable people during the COVID-19 Pandemic.

Thank you and we will continue to monitor and update you all as quickly as we can.

Sincerely,

Emergency Management Team

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