

# Memorandum

**To:** All LCDS Stakeholders  
**Date:** March 18, 2020  
**From:** Emergency Management Team  
**Subject:** COVID-19 Pandemic Agency Update

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Hello all,

Much is changing as we progress with unprecedented COVID-19 Pandemic. The LCDS Emergency Management Team met today to debrief and further discuss action plan items for COVID-19 Pandemic. We would like to share the following updates on protocol and procedure with you:

## Protocol & Procedure

- **Screening Tool & Caregiver Fact Sheet**- the updated LCDS screening tool/guideline and a Caregiver Fact Sheet are attached for your review. Please implement use immediately with all essential visitors and employees coming in for each shift.
- **Essential Visitors** - workers coming on shift, emergency repair personnel (IE: HVAC fixing a broken furnace), Managers, licensed medical professionals, emergency medical services (police/fire/paramedic) and family members who have an instrumental role in behavior support or assisting with end of life care of their loved one.
- **Non-Essential Visitors** – includes family, friends, employees not on shift or who don't need to be there, tradespeople who are performing regular maintenance (IE: HVAC annual inspection).

## Closures/Service Updates

- **Family Visits** – effective immediately family visits to all people supported are not permitted. Access to all LCDS owned and operated properties will be limited to **employees** and **essential visitors only as noted above**.
- **Petrolia Enterprises** – effective Monday, March 23 all labourers will be laid off due to lack of work. The receptionist, general labourers and

manager will continue working under the no public access protocol and will be available by phone and email.

### **Supply Chain**

- GK Services Information - we received a communication from GK Chemical Specialties and they were instructed by the Ministry of Government & Consumer Services to NOT ship out any government orders until they are given the go ahead from the Ministry. We have not received any further details at this point, but we are encouraging locations to immediately forward their paper inventory lists to Greg With for when we do receive communications from the Ministry on further ordering opportunities.

### **MCCSS**

- The MCCSS has announced that there has been \$20 million allocated for **residential facilities in developmental services, gender-based services and protective care for children and youth**. We do not know how or when these funds will be allocated. We will certainly keep everyone updated on any new developments.

We continue to try and balance the essential services needed for people supported, their families and for our employees to keep everyone as safe as possible. We are thankful for our dedicated employees. We will continue to monitor and update you all as quickly as we can.

Sincerely,

Emergency Management Team  
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