



Memorandum

To: Stakeholder of LCDS

Date: March 13, 2020

From: LCDS' Emergency Management Team

Subject: COVID-19 response – Screening and closures

This is to inform you of the steps that LCDS is taking with respect to the COVID-19 virus pandemic. The health and safety of the people we serve and our employees are our top priorities.

LCDS has a Pandemic Policy that includes the formation of, and direction from, an Emergency Management Team (EMT) during times like these. The EMT has met and along with input from Lambton Public Health and precautions suggested by the World Health Organization and Centers for Disease Control, we have instituted screening and social isolation procedures to minimize the risk of illness spreading into LCDS facilities.

Of course we don't know the plans and activities of the loved ones we provide services to and this can pose a threat for illness if there has been exposure within the incubation period of COVID-19. We need your help. We are asking you to please report to your family member's residence or day program at your earliest convenience if you or your loved one:

- are showing symptoms of being feverish, have difficulty breathing/shortness of breath, or a cough OR you have immediate family members with these COVID-19 symptoms.
- have travelled, you are travelling or you returned from travel in the last 14 days outside of the country.
- have had close contact with persons identified as having COVID-19 or a presumptive case of COVID-19 or who have an acute respiratory illness and who have been to a COVID-19 hot spot within 14 days prior to their illness onset.
- are aware of anyone having contact with the LCDS service recipient who has been identified as having COVID-19 or a presumptive case of COVID-19.



Your information will remain confidential.

At this time we have chosen to postpone operation of the Weekend Recreation Program beginning Saturday March 14, 2020, and all day programs as of Monday, March 16, 2020 until further notice. Workers will be reassigned.

We are also postponing any non-essential travel, meetings, training and events until further notice.

LCDS will continue to monitor the COVID-19 situation daily and implement recommendations and procedures that will reduce risk to the people we serve and our employees. Thank you for your cooperation and patience in helping us achieve this!

Sincerely,

A handwritten signature in black ink that reads "Greg With". The signature is written in a cursive style with a horizontal line underneath the name.

Greg With
Health and Safety Coordinator,
on behalf of the Emergency Management Team