



Memorandum

To: All LCDS Employees, Families & Stakeholders
Date: March 29, 2022
From: EMT
Subject: Agency Enhanced Protocols Review

Good morning, everyone. We hope you are all doing well. As mentioned in our memos on March 10 and March 25, EMT reviewed the agency enhanced protocols on March 28, 2022. Please see the update below.

Agency Enhanced Protocols

EMT has reviewed the agency enhanced protocols. The agency continues to have staff away due to COVID-19 illness and isolation requirements daily.

Agency Enhanced Protocols will be reviewed again by EMT on April 28, 2022 or sooner pending any updated direction or guidance from MCCSS. The updates in protocol apply to the following supports and services:

- **Community Participation:**
 - Community Participation employees are still currently needed in other areas of the agency to assist with staffing shortages due to COVID-19
 - The planning process continues for a staged re-opening of Community Participation. Any updates will be shared as soon as they become available.
- **In-person Meetings:**
 - Of up to 5 people will continue, based on the capacity of the meeting space.
- **Administration Office/Location Manager Working Remotely:**
 - Administration office employees and location managers will be expected to continue with their work on-site two (2) days per week, but effective Monday, April 4, the option to increase working on-site to three (3) days per week will be available.
 - We realize that there are positions that will need to work in the office/onsite more than two or three days per week in order to keep the day-to-day operations of organization flowing.
- **Surgical/Procedural Masks:**
 - **Must** continue to be worn in all agency congregate and non-congregate settings.



- **Essential and Non-essential In-person Training:**
 - Will continue with attendance limits of up to ten (10) people, based on capacity limits (including the trainer), along with enhanced screening and PPE requirements in place.
- **All Non-essential Contractor Visits:**
 - Will continue as scheduled by the Property Manager and coordinated through the location manager.

Thank you again everyone. We will look to keep you as updated as possible. Be safe and well.

Sincerely,

EMT
emt@lcads.on.ca