

Trail Association for Community Living

Covid-19 Information

March 18, 2020



PURPOSE: To provide direction and during the Covid-19 Pandemic.

I wanted to send out this memo today to let you know we are thinking of you, the staff and those we serve to assure you we are taking preventative measures to keep you and your families healthy.

Everyone at the TACL administration office is now working remotely from home or in the office which not open to public, staff or persons served. I have asked the remaining Administration to limit public interaction and do our part to help stop the spread of the COVID-19 virus and stay healthy.

While our office will be closed, we will continue to be available for support by:

- our emails,
- the office phone at 250-368-3503, or
- Afterhours cell phone at 250-368-7309

The Province has launched a new non-medical information line for British Columbians who have questions about COVID-19. 1-888-COVID19 – phone lines are open 7 days/week, 7:30am-8:00pm and the information is in more than 110 languages.

With this being said, we are going to implement the following:

1. If you have flu or cold symptoms, you are to contact 8-1-1. If directed by 8-1-1 to self-isolate for 14 calendar days, you will be paid for your regular or scheduled shifts during this period. If you are still ill after the 14 days you can utilize your sick leave banks to support a paid leave. Where sick credits are not available and the sickness persists, employees have a right to apply for Employment Insurance Benefits. The Government has recently announced that the one-week waiting period will not need to be served.
2. If tested for Covid-19 and the results are positive, for 14 calendar days you will be paid your regular or scheduled shifts. Prior to returning to work you will be required to provide proof that you are Covid-19 free.
 - a. Employees who commence travel outside of Canada after March 13 contrary to the direction of the Provincial MHO do so at their own risk. Upon returning to Canada, they would be placed on an unpaid leave for the 14-day self-isolation period, or they may use available vacation credits or apply for Employment Insurance benefits.
 - b. All self-isolating employees must keep their supervisor updated regarding any direction or updates they receive from a qualified medical professional.

- c. Employees who do return to work after having been sick with COVID-19 must provide medical clearance prior to returning in order support a safe and healthy workplace.
3. If you are sick, please stay home. We will not require a Doctor's note. There are provisions for sick credits and the Early Intervention Program (EIP) continue to apply. Where sick credits are not available and the sickness persists, employees have a right to apply for Employment Insurance Benefits.
4. At this time, all vacation that has been pre-approved will be honored but any new requests will be denied. Depending on developments, it may also be necessary in the future to consider the cancelling of vacations already granted. If you currently have approved vacation time but due to the COVID-19 virus your plans have been cancelled and you want to cancel the time off, please let your supervisor know via email as soon as possible.
5. The Day Program and the Children and Youth Program will be closed. At this point, the program will be shut down from the end of day on March 20th to April 1st and will be re-assessed as we move through the next few weeks/months. Gail and Sandy will be contacting families and individuals about supports that have one on one and health and safety hours absolutely essential and make those arrangement if necessary.
6. All Group activities are suspended at this time.
7. Outreach and CSW will continue with one on one / health and safety hours.
8. Due to the loss of pay and hardship this may impose on these regular Staff, TACL will be contacting each of these Employees to find out what they choose from the following options:
 - a. Using your vacation time
 - b. Take the time unpaid. If you make this choice you will not be eligible for EI or any overtime that becomes available
 - c. Be paid for the hours you are scheduled for however you will be asked to orientate at all Essential Residential sites and be available for all shifts up to your regularly scheduled hours in a work week. This means that if you are called for a night shift you must be available to work.
9. All non-essential meetings and trainings are now cancelled. Any training that's being cancelled will be re-scheduled at the earliest convenience. All staff should take this opportunity to access the Open Future Learning modules of your choice, or complete the mandatory 9 modules if not already done.
10. Residential Homes:
 - a. We are asking that all sites have no visitors at this time. This includes friends and family members. If there is an emergency, then the person must coordinate with the house.

- b. We are asking that all residents of the home practice social isolation. Currently a walk or a visit to the park is acceptable. They are not to go to the grocery store, bank, pharmacy etc.
- c. Finally, please see if you can get prescriptions etc. delivered. If a staff member needs to access the pharmacy, grocery store etc. the universal precautions need to be upheld to the highest standards. Wash your hands!

11. Prevention:

- a. TACL has increased our already rigorous cleaning standards. Please contact your supervisor if you are unsure what additional cleaning standards have been applied,
- b. Cleaning and disinfecting products are available. If you are unsure where to find these products please contact your supervisor, and
- c. We are currently not providing individual hand sanitizers. Please use Nitrile Gloves where appropriate. Hand sanitizer is available at TACL owned properties but handwashing with soap and water for 20 seconds is more effective than hand sanitizer, so please wash with soap and water wherever possible.

These are uncharted times for TACL and the world at large. Again, we want to protect those we serve and our staff and families. We don't want staff to be afraid but informed and know we are here to support you.

I will keep updating you via email and website. I will be here for questions and concerns via my cell. Take care.

Sincerely,

Nancy Gurr
Executive Director
Trail Association for Community Living
Phone: 250 368-3503 –Cell 250 368-7309
Fax 250 368-5559 – [Email: tacl@telus.net](mailto:tacl@telus.net)