

*Making Every Day Matter*

## MEMO

**TO:** ALL STAFF  
**FROM:** Steven Harrison  
**DATE:** March 12, 2020  
**SUBJECT:** COVID-19 AND EMPLOYEE TRAVEL

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As part of the screening process for COVID-19 all staff travelling, will follow the steps below prior to returning for their first scheduled shift after they have travelled.

If you have travelled outside of Ontario:  
Upon return - before your first scheduled shift back:

1. Contact Manager or Directors by phone and report:
  - Where you travelled to, include airports etc.
  - any symptoms of fever, cough, runny nose, difficulty breathing etc.
  - any contact you have had while away with anyone exhibiting symptoms of fever, cough, runny nose, difficulty breathing
2. Depending on travel and any signs of illness, you will need to contact Public Health and to remain off work until the Infection Control Practitioner has also consulted with Public Health.

If you are travelling, here are some tips to be considered while travelling e.g. at the airport:

- Check travel alerts prior to travel - <https://travel.gc.ca/travelling/advisories>
- Always carry hand sanitizer with you and use it!
- Use hand sanitizer before and after touching any surfaces when out in public, at airport etc.
- Do not use shared items as much as possible and if you do, ensure hand hygiene is performed after using or touching shared items
- Carry disinfectant wipes to wipe off items such as handles, tables, airplane trays, etc. before touching
- Dispose of items such as Kleenex and used wipes, into garbage containers after use. Do not store in pocket or purse
- Follow proper food hygiene practices
- Avoid touching your eyes, nose and mouth without washing hands or performing hand hygiene
- Maintain 1-2 meters if possible, from anyone showing respiratory symptoms i.e. cough, runny nose etc.

Please find below a link to the CBC News page including a short video called "What we actually know about the coronavirus" - this is an excellent resource about the coronavirus, COVID19, how it is spread and how you can protect yourself. <https://www.cbc.ca/news/health/coronavirus-wuhan-canada-1.5433625>

Being informed and following precautions are vital in keeping our residents and team members in our communities safe.

Thank you for your continued diligence of infection prevention and control.