

March 23, 2020

To All Staff,

Thank you for your continued support and dedication.

We are constantly being updated by accessing the following link, watching the news, and through BC CEO Network and CSSEA. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19> please keep yourselves updated, and follow direction from our Government. We will be posting our updates on our website and Facebook page as things change.

In regards to CRADACL programs, please see the following updates:

CLBC Non-Essential Services:

The non-essential services programs have closed the doors, although we are providing support where needed to clients. Supervisors and Hart have been working together to assign a limited amount of staff to each individual who needs support through this. This is done on an individual basis.

Staff who normally work in the non-essential programs are expected to stay home, and be available through their regular scheduled hours to be re-assigned where needed. Staff from these programs will continue to be paid their regular hours at their regular rate of pay, as long as they are available for work. Hart and the Supervisors of the essential programs are developing a list and assigning staff to an individual essential service program, as per directive from the Provincial Government.

We are checking with the BCGEU and CSSEA in regards to staff that are refusing to be reassigned during their regular hours. Once we have clear directive, we will update all staff.

CLBC/MCFD Essential Services:

All Group Homes are running as usual. Staff is required to social distance at all times, and follow proper universal precautions while at the worksite. Residential Casual, and Non-Essential staff will be assigned to specific group homes to lessen the chance of cross contamination. They will be reassigned on an 'as needed' basis, but we are trying to keep them isolated in order to stay healthy for when/if they need to be reassigned to the essential services. There will be essential visits only at the Group Homes - "*Essential visits include compassionate visits for end-of-life care and visits that support care plans for residents based on resident and family needs, for example, families who routinely visit to provide assistance with feeding or mobility*" – Adrian Dix, Minister of Health – March 16, 2020.

SIL is working on a limited basis, ensuring all are supported accordingly for essential needs – shopping, Doctor Appointments, etc.

Ironwood Place:

Rita and her staff are following the Island Health directives which are coming from the BCCDC. They are also following the Minister of Health's directive regarding essential visits only to the facility.

MCFD Non-Essential Programs:

Dogwood Place has closed all direct service with clients, and the staff are currently working from home, or very limited office work.

All Staff – General Information:

If a staff person becomes ill, they need to inform the Supervisor where they have been assigned. Also, please keep the Supervisor where you have been assigned as to your availability. Some are only available during their regular scheduled hours, but others have opened up their availability through the evenings and weekends. The important thing here, is that we have healthy staff to backfill should our regular staff in the essential services become ill.

If individuals have been directed to self isolate by 811, a healthcare professional, or returning from outside of the country, they will be paid regular pay for their regular hours. Should they become ill during this period, they must inform their supervisor at their assigned program, and will be paid sick pay. They will also need to inform their supervisor when they are available to return to duties.

Our Administration office and staff are going to have very limited hours at the office. Cheryl will be in only when needing to complete payroll. Jo Anne will be in once a week to complete cheque runs, and process payments. Darcey will be working from home; she has access to Comvida Scheduling, the website, and our Facebook page. Kevin is working from home. Michelle, Hart and Adrienne will be meeting Monday, Wednesday, and Friday mornings to evaluate the current situation, and communicate any updates as they come along.

I will be staying in touch and updating as required.

If you need to contact me, email is effective as I am checking constantly:

adrienne.monks@cradacl.bc.ca

Take care,

Adrienne Monks
Interim Executive Director