



INTER OFFICE MEMORANDUM

TO: All Employees
FROM: Jennifer Mullin, Director of Human Resources
DATE: October 20, 2022
RE: COVID-19 Update

As we end another great summer and head rapidly into the fall / winter, we wanted to take time to acknowledge that we are approaching the cold weather and flu season. We do expect to see a spike in COVID cases along with the regular cold /flu illnesses that typically come this time of year and we want to ensure we do our best to reduce the spread of illness in our workplaces.

We will continue to maintain the below protocols throughout the fall and winter:

- All positive COVID cases should continue to be reported to **Laura Devanney**, Human Resources, confidentially, so we can continue to track trends and assess the level of risk in our workplaces.
- Any employee who tests positive for COVID, should remain out of the workplace until they are no longer feeling symptoms.
- Employees who have COVID symptoms should remain out of the workplace (and work from home if possible) until they are feeling well.
- Masks should still be worn in any situation in which an employee is at work and has symptoms that could be potentially related to COVID-19.

Masks and COVID rapid tests continue to be made available to all employees in the event you need them. We will continue to monitor our workplace to ensure we make informed decisions around required protocols if we have an increase in cases.

We also encourage employees to keep updated on vaccine availability. The 4th booster is now available to all employee age groups, with some specific requirements for those who may have recently had COVID. Getting vaccinated for COVID may not prevent you from getting COVID but it does reduce your risk of serious illness.

NOTE: You can now book the flu and COVID vaccine at the same time to save yourself a trip.

The most recent recommendations for vaccines are made by the National Advisory Committee for Immunizations (NACI), and can be found here: <https://www.canada.ca/en/public-health/services/immunization/national-advisory-committee-on-immunization-naci/recommendations-use-bivalent-omicron-containing-mrna-covid-19-vaccines.html>

As a reminder, we still provide 2 hours of base pay to all hourly employees who receive the vaccine. In order to be paid, please submit your proof of vaccine to Laura Devanney, Human Resources.

If you have any questions regarding booking your COVID vaccine, please do not hesitate to reach out to Human Resources anytime.

Thank you.