



INTER OFFICE MEMORANDUM

TO: All Employees
FROM: Jennifer Mullin, Director of Human Resources
DATE: January 26, 2023
RE: Health & Wellness Update

Your health and wellness, and the wellness of all our employees is very important to us. As you know, we are currently in the heart of cold/flu season and as a result, we are seeing higher than normal absences in the workplace due to general illness. We want to continue to remind employees to be diligent regarding the spread of illness in the workplace.

As a reminder, below are our protocols relating to COVID and other precautions we ask employees to take to reduce the spread of illness across the organization.

- 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 are unwell but have not tested positive should remain out of the workplace (and work from home if possible) until they are feeling well. If working from home is not possible but you feel capable of working, please ensure you are wearing a mask to protect others from illness in the workplace. Masks should be worn in any situation in which an employee is in the workplace and feeling unwell.

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.

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 covid 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.