

COVID-19 INFO

COCHRANE TEMISKAMING RESOURCE CENTRE

To: All Staff
From: Daniel Roy
Subject: Updates - Covid-19
Date: May 2nd, 2022

**“WASH YOUR HANDS, PHYSICALLY DISTANCE, STAY SAFE”
PLEASE CONTINUE WEARING YOUR PPE’S**



WEAR A MASK



STAY 6 FEET APART



AVOID CROWDS



GET A VACCINE

MASKS AT WORK REMAIN UNTIL JUNE & MAYBE LONGER

- ✓ The need to wear a mask in congregate work places is extended until June 11, 2022 unless further extended or revoked.
- ✓ All Residential Staff, CSS staff, PRT staff and administrative staff are to continue masking in the workplace as per current guidelines.
- ✓ Residential locations in Isolation and Outbreak will require enhanced PPE as directed.

WAGE ENHANCEMENT

- ✓ The Temporary Wage enhancement is now confirmed as permanent and effective from April 21st and continuing without an end date.
- ✓ Eligibility criteria are now limiting the enhancement to Residential Counselors (RC), Assistant Residential Counselors (ARC), Client Support Workers (CSS), Community Participation Supervisor and Residential Supervisors.
- ✓ We are awaiting forthcoming confirmation about whether this permanent wage enhancement will be a premium on pay when working a shift, or if it is to be added to the wage scales.
- ✓ We will communicate further details as they are made available to us.

2 NEW POLICIES COMING

- ✓ The current Flex Time Policy is being reviewed and will include a Telework option for employees eligible to work from remote locations (home).
- ✓ Currently PRT Staff are expected to work in office or have community appointments for 2 days a week and this is moving to 3 days a week starting May 1st.
- ✓ Starting September 1st, 2022 a full return to the office is expected. However, Telework plans, as per the above noted policy, will allow flexible options.
- ✓ Key to all telework plans is the notion of voluntary. Employees will continue to have a main office. Detailed appointment and work plans in Outlook calendars and continued direct service to clients will be essential.
- ✓ A "Disconnecting from Work" policy is also forthcoming for June of 2022.

HELP US RECRUIT

- ✓ We are seeking to add to our Residential RC and ARC Relief lists.
- ✓ Please consider encouraging friends, family and acquaintances to visit our website and consider apply for work with CTRC.
- ✓ Your assistance was invaluable at the start of the pandemics to increase our staffing complements. We are hoping this can be the case again.



Respectfully,
Daniel Roy, Human Resources Director
HRPA Member

Cc Cindy McQuarrie, OPSEU Regional Representative
Lisa DeRosario, OPSEU L664 Chief Steward
The Board of Governors