

Subject Line: Staff Update- Thursday October 29th

Covid-19 Outbreak Update:

Please note that the outbreak on our third floor is stable, and under control. We currently have no positive resident cases and the two impacted staff members have been off work and self-isolating at home as per the direction from Toronto Public Health. I will keep you posted as things continue to progress.

We would like to thank you for your support as we continue to navigate these challenging times, and we remain vigilant in our efforts to keep Hawthorne Place staff, residents, and community safe. Only together by following all directives and protocols at all times can we strive to keep everyone safe, including you. **Please remember to follow all Infection Prevention and Control (IPAC) protocols, including:**

- Face Shields- a reminder to properly clean your shield prior to leaving the units as per the posted instructions
- Maintain your physical distancing as possible while at work especially during your breaks and outside of work
- Follow proper hand hygiene protocols
- Wearing appropriate PPE at all times in the home
- No sharing of snacks or food
- Do not wear your scrubs to or from work – please change into your work clothes at the beginning and out of them end of your shift
- If you carpool, please wear a mask, physical distance, practice proper hand hygiene and keep a window open for fresh air
- Do not come to work or to the workplace for any reason if you are feeling unwell. Call your direct supervisor
- Attend our Flu Clinic
- Participation in bi-weekly COVID-19 testing and the single site staffing requirement remains in effect

What's continuing:

- **Staff Engagement Survey-** Staff surveys are live, and the timeline has been extended. Please provide your anonymous feedback on Surge before the survey closes on November 13th.
- **Temporary pay increases-** We are still waiting for details from the government. As soon as we receive anything, we will share it with you.
- **Employee Communications app-** We will be moving our weekly updates to the app next month. Please download Yapp from the App Store or Google Play, send an email with your full name and home name to signmeup@responsivegroup.ca

Social Media:

A friendly reminder that social media posts of anything related to the home are not permitted on your personal social media accounts. Hawthorne Place is a home to our residents and their privacy, as well as the privacy of their loved ones, and our staff is paramount.

My next scheduled update is Thursday November 5th, and I will be in touch sooner should there be anything important to share. As always, if you have any questions or concerns please speak to your supervisor or to me directly. Until then, stay safe.

Thank you,

Michelle Sattler
Executive Director