
To: All Staff
From: Brad Saunders, CEO
Date: March 18, 2020
Re: Access to 20 Spadina Rd and Regional Offices

The COVID-19 pandemic continues to unfold and impact our lives in many ways. As the crisis evolves, we are adapting to ensure the health of the people we support and our staff.

Beginning today, we are limiting access to the following offices:

- Head Office (20 Spadina Rd)
- Central Regional Office (20 Spadina Rd)
- Etobicoke Regional Office (295 The West Mall, Suite 204)
- Scarborough Regional Office (1712 Ellesmere Rd)
- North York Regional Office (1122 Finch Ave W, Unit 18)

Access to these offices will be limited to essential staff and deliveries until further notice. We are taking this step to ensure continuity of key corporate services and promote social distancing.

Doors to 20 Spadina Rd and the Regional Offices will be locked during business hours to all but essential staff based in the building and to necessary deliveries. CLTO corporate services continue to operate across the organization and staff continue to be accessible by phone or email.

For more information, please contact the Information and Membership Line at 647-968-0650.

Thank you for your flexibility and dedication as we work through the crisis.
