

**To: All Staff**  
**From: Brad Saunders, CEO**  
**Date: April 20, 2020**  
**Re: Masks in the Community and Offices**

Your safety and that of the people we support has been our top priority since the beginning of the COVID-19 pandemic. Part of that commitment is adjusting our policies and procedures along the way in response to the latest guidance from Public Health authorities and the Ministry of Health.

Effective Tuesday April 21<sup>st</sup>, all CLTO staff are asked to wear a mask while working. Staff working in group homes have been observing this policy for a number of days already. This practice is now being extended to all staff, including staff working in the community to support individuals living independently, staff working in regional offices, and staff working at 20 Spadina Rd.

Community-based staff will receive an initial supply of twenty five (25) surgical masks, which is meant to last for approximately three weeks. Managers and supervisors will contact you to arrange delivery shortly. Staff can contact their manager or supervisor for further supplies as needed. Please always maintain a minimum of three days worth of masks. These masks are for use to support individuals who are NOT suspected or confirmed COVID-19 cases. Full Personal Protective Equipment (PPE, including gowns, gloves, masks, and face shields or goggles) and contact/droplet precautions should be used when interacting with suspected or confirmed COVID-19 cases in the community, including proper donning (putting-on) and doffing (taking-off) of this equipment.

Similar to staff in our group homes, CLTO staff working in regional offices and at 20 Spadina Rd will be issued one mask after passing active screening upon arrival. Further masks will be available if your mask gets soiled or damaged. In all cases, staff are asked to observe usual protocols around donning and doffing of masks, including handwashing and proper disposal in a garbage bin.

Given the global shortage of all PPE, please do your best to stretch our supplies by avoiding unnecessary soiling or replacement. You can remove your mask during breaks, while eating, or traveling between sites. Please properly store your unsoiled mask in clean paper towel or in a paper bag between uses.

Thank you for your exceptional efforts as we fight the COVID-19 pandemic.

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