

memo



To: Agency-Wide/NACL Board of Directors
From: Graham Morry, Executive Director
Date: March 18, 2020
Re: CORONAVIRUS/COVID-19 UPDATE

Over the past week since our last update, much has happened in regard to the COVID-19 pandemic. NACL has continued to prepare for a worst-case scenario, while hoping for the best.

Current Situation

The current situation is, as they say, fluid. The most recent information as of today is that there are 12 cases of the virus on Vancouver Island, with no information on what communities they are from.

Current Response Measures

Since last week, we have taken the following steps:

- We have modified activities to avoid crowds and limit exposure.
- Visitors to our residences are limited, and are asked not to visit if exhibiting symptoms. Screening of visitors at all sites will be conducted according to VIHA standards.
- Community Inclusion and Employment Services are not being closed at this time, as we are trying to provide as many supports as possible while we can. This situation will be re-evaluated daily.
- Administrative staff are being oriented to residential services to provide additional support if needed.
- Our Administration Office will change to an appointment-only visitation format for the time being, and some staff will be working from home for the foreseeable future.
- All internal training initiatives have been cancelled.
- Managers are developing essential service staffing levels if required, to shelter in place.
- All meetings over 10 people have been cancelled, or will utilize videoconferencing.
- We will be evaluating leave requests on an individual basis.
- The Board of Directors held an emergency meeting on March 16th to review contingency planning.

I would like to thank everyone for their continued support and cooperation during this challenging time. As always, you can contact me with any questions or concerns.

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