

## Ernie Baatz

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**From:** Ernie Baatz  
**Sent:** Wednesday, March 18, 2020 6:37 PM  
**To:** Ernie Baatz  
**Subject:** COVID-19 Update - March 18 2020

Hi all;  
Here's our next update on COVID-19 and how it is affecting our services.

### Office Hours Reduced

We are going to reduce office hours starting tomorrow to follow the government's guidelines about getting people to work from home and reducing community interaction. Please call before you come to the office, if you need to use office equipment. Starting Friday, March 20, 2020, the office will be closed. It will be open on Thursdays each week from 10am to 1pm for petty cash receipts and reimbursement.

We will schedule petty cash reimbursements on Thursdays for the next four weeks, from 10am to 1pm. This week, we will also be reimbursing petty cash on Friday from 10am to 1pm as we didn't give you much notice this week. Please send your petty cash total to [pettycash@spectrumsociety.org](mailto:pettycash@spectrumsociety.org) before Thursday so the cash can be set aside for you. Put your receipts in an envelope with the Dept name and petty cash total on the outside of the envelope.

We are also developing a process for online timesheet submission so that trips to the office are not required for each pay period.

### Latest Government Updates

Here is a link to the BC Government update from Tuesday, March 17<sup>th</sup>, 2020:

<https://news.gov.bc.ca/releases/2020HLTH0089-000505>

"For those who have recently travelled outside of Canada and are currently self-isolating for 14 days: leaving your home, hotel or a similar place should only be done for essential errands, such as obtaining medication or food, and with a mask or tissues.

"This is a time to support our friends, family and communities. Purchasing groceries for those isolating or donating blood to support our health-care system are some of the ways you can help. Canada Blood Services has added additional screening measures for increased vigilance to enable the continued supply of blood products for surgery, cancer treatments and emergencies."

**BC has a new COVID-19 Symptoms self-assessment tool:** This self-assessment tool, developed with the BC Ministry of Health, will help determine whether you may need further assessment or testing for COVID-19. You can complete this assessment for yourself, or on behalf of someone else, if they are unable to.

<https://covid19.thrive.health>

Here is the link to the Government of Canada update today, which announced a number of measures to help with the financial pressures of COVID-19:

<https://www.canada.ca/en/departement-finance/economic-response-plan.html>

- Temporary support to workers and parents
- Longer Term income support for workers
- Income support for individuals who need it

- Flexibility for Taxpayers
- Support for businesses

### **Summary of Key Information:**

We would like to remind you of the keys to preventing the spread of COVID-19:

- Wash your hands regularly
- Don't touch your face
- Keep two metres – six feet – away from other people.
- Stay home if you don't feel well.

On Friday, we posted these instructions for preparing to meet up with someone in the community:

<https://sscl.sharevision.ca/public/Files/StaffGuidelinesOutreachSupport.pdf>

- If you are meeting someone intermittently, at their home or in community, connect with them in advance to confirm they are healthy.
- If you have concerns, talk to your manager.

On Monday, we posted an Exposure Control Plan that helps us keep everyone safe and healthy.

<https://sscl.sharevision.ca/public/Files/SpectrumExposureControlPlanCovid19.pdf>

On our website, there is a button on the home page that links to our COVID-19 Updates. We will email when we add items to the page, but you can go to this page to review information that has been posted in the past.

### **Ernie Baatz**

Executive Director

Spectrum Society for Community Living

Express yourself. Build your network. Find your voice.

[www.spectrumsociety.org](http://www.spectrumsociety.org)

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