



To: **All Revera Employees**

March 11, 2020

**RE: COVID-19 Preparedness and Active Screening at Revera locations**

We want to provide you with an update on Revera's preparedness and the actions we are taking to prevent the spread of Novel Coronavirus (COVID-19) into our long-term care homes and retirement residences across Canada.

Revera is committed to doing everything we can to protect the health and safety of our employees, volunteers, suppliers, service providers, residents and their families.

We must continue to remain calm and remember that prevention remains our best strategy. We always have emergency respiratory illness outbreak plans in place for all long term care homes and retirement residences, and we have, in advance of a pandemic declaration, put some of these plans into action.

**Effective immediately, Active Screening will take place at a single entrance point for all Revera long term care homes and retirement residences.**

**Active Screening Process**

**All employees and visitors** will be screened at the entrance by Revera employees. **Active Screening** means an employee will ask anyone attempting to enter the building the screening questions. This level of screening replaces the **voluntary self-screening** and is being introduced to ensure a higher level of protection for people who work and live in our homes and residences.

**Designated Active Screening staff** will ask everyone attempting to enter about potential symptoms of COVID-19, specifically, if they have a new onset cough, if they are having difficulty breathing or if they have a fever. They will also be asked about their recent travel history to affected areas or contact with people diagnosed with COVID-19. Temperatures will be taken to identify possible fever.

**Any employee who fails any part of the screening process** will be asked to leave and contact the Executive Director or the Director of Care/Director of Health and Wellness for further instructions.

Please consider the health and safety of your fellow employees and our residents: Self-screen and stay home if you are sick or are displaying the above symptoms (recently acquired cough, difficulty breathing, fever) and follow existing absence notification procedures.

We realize the inconvenience this may cause, but **we must do everything we can to prevent the spread of COVID-19 to you and your fellow employees, our residents and their families.**

- Where it is determined that an employee is **SYMPTOMATIC of COVID-19**, they will be placed on sick leave.



- Where it is determined that an Employee is **ASYMPTOMATIC of COVID-19**, they may be placed on paid leave of absence for any scheduled shifts occurring during the fourteen (14) day self-isolation period. This will be determined by the Executive Director.

### **Travel Restrictions and Advice for Revera Employees**

Specific guidelines for Revera employees regarding work-related travel between locations are being developed and will be shared shortly.

For **non-work related personal travel**, Revera employees are advised to consult and follow the Government of Canada's Affected Areas List before planning or embarking on their travel.

**It is recommended that you DO NOT travel to affected areas, DO NOT travel by air, and DO NOT travel on a cruise ship.**

If you are planning to travel for your vacation, please inform your ED of your travel plans. Upon return, follow Public Health guidance on voluntary isolation if you have traveled to an affected area or if you travel to a country that goes on the affected areas list after your departure from Canada.

### **Preventing the spread of COVID-19**

Our key preventative strategies for COVID-19 remain the same as our infection prevention and control practices for other respiratory illness outbreaks, including, but not limited to:

- regular handwashing with soap and water or an alcohol-based hand sanitizer (if soap and water are not available);
- avoid touching your eyes, nose and mouth;
- good coughing etiquette (coughing or sneezing into your elbow or a tissue then throwing the tissue in the trash and washing your hands);
- staying home if you are sick; and
- getting your flu shot. It is not too late to get your flu shot.

Thank you for your patience and understanding of our new enhanced screening process for employees, and visitors. We are doing everything we can to protect our employees and our residents from being exposed to COVID-19.

If you have questions, please speak to the Executive Director.

Sincerely,

Dr. Rhonda Collins  
Chief Medical Officer, Revera