

Girard Kim (NHQ-AC)

From: Germain Chris (ONT)
Sent: April 16, 2020 6:31 AM
To: 443-BCI-All Staff
Cc: Germain Chris (ONT)
Subject: Access to PPE and Personal Responsibilities

Importance: High

All Staff,

In order to help minimize the spread of COVID-19 within the institution, staff and contractors **shall wear a mask** when they are required to be **within two metres (6 feet)** of another person, including offenders, other staff and contractors.

During the week, staff can normally obtain a mask at the principal entrance when they arrive for work. In the event that masks are not available at the principal entrance, staff can get one from the CM Office at both the Med and the Min. On weekends, masks will only be issued from the CM Office..

Staff will be provided with a new mask every two days. When not in use, it is recommended that you place the mask in between two pieces of paper towel. It is important that you don and doff the mask properly. For instructions on the proper way to wear and remove personal protective equipment please take the time to watch this informative video: <http://thehub/En/collections/announcements/Pages/2020-04-09-que-1.aspx>

A reminder that the following measures are effective and everyone should commit to doing their part to flatten the curve:

- **Physical distancing (2 metres or more), whenever feasible;**
- **Washing hands frequently;**
- **Covering cough/sneezes with a tissue or sleeve and then properly disposing of the tissue;**
- **Quickly identifying and isolating symptomatic individuals; and**
- **Enhanced cleaning with a focus on high touch surfaces.**

Thank you for your anticipated cooperation.



Chris Germain

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