**[There are legal risks that flow from implementing broader restrictions than those imposed by O.Reg. 177/20 and this template should only be used with legal advice]**

**MEMORANDUM TO ALL STAFF**

**To: All Direct Support Staff**

**From:   HR**

**Date:**

**Re:       Preventing COVID-19**

**Single-Employer Requirements**

As you know, our agency is subject to a number of Emergency Orders designed to keep our staff and the people we support safe during the pandemic, including:

1. Orders requiring us to take all reasonably necessary measures to prevent, alleviate or respond to the outbreak of COVID-19 for the duration of the Declared Emergency; and
2. Orders that restrict our staff from working for both our agency and in certain other congregated care settings.

***Restricted Employment***

With these Orders in mind, we will be implementing a requirement that all front-line staff members (people working in any of our homes or direct support locations) may only perform work for us during the pandemic if they do not also work for another “**Restricted Setting**” until further notice. Restricted Settings include:

* Congregated residential care setting (such as group homes and other supported residential care settings in developmental services and intervenor services);
* Long-term care and retirement homes;
* Shelters;
* Correctional facilities; and
* other settings that pose a heightened risk of infection.

***Employee Declaration***

Employees who are also employees in another Restricted Setting must immediately:

1. notify our organization of the fact that they have this other employment; and
2. declare their choice of whether to work exclusively for our organization or in the other Restricted Setting(s).

Employees must provide this information by completing and submitting the form below by e-mail or emailing their information to [confidential e-mail address].

Employees opting to work elsewhere will be placed on a leave of absence immediately.

***ZERO Tolerance***

There will be ZERO TOLERANCE for violation of these restrictions. Due to the serious risk of infection and the life-threatening consequences for the people we support and our other staff members and their families, employees found to have violated these requirements may be subject to immediate termination for just cause.

***Permissible Secondary Employment***

Should you have secondary employment elsewhere that does not involve Restricted Employment or that you believe does not pose a heightened risk, you must speak with your Supervisor to confirm that this is the case immediately. We will approve secondary employment on a case by case basis.

***Supports for Restricted Employees***

[list supports]

***Next Steps***

We hope that you will decide to dedicate yourself fully to our agency during this crisis. We in turn are dedicated to doing everything in our power to support you.

We regret having to implement this requirement, but unfortunately there is no other way that we can achieve the objective of keeping the people we support and our staff safe in response to the outbreaks in our sector and the community. Extraordinary times call for extraordinary measures and we thank you for your cooperation, understanding and commitment to the people we support.

Sincerely,

**NOTIFICATION AND DECLARATION**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[NAME], hereby:

a) NOTIFY [agency] that I have secondary employment in another Restricted Setting; and

1. DECLARE that I will:
2. Restrict my work activities to [agency](and any approved secondary employment);

OR

ii. Be continuing to work in other Restricted Settings and acknowledge that I will be placed on a Leave of Absence from [agency] until further notice.

Signed this \_\_\_\_ day of May, 2020

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature