

Good morning all,

Last night and this morning there were emergency meetings held as a staff member at the courthouse has claimed to have covid-19. I want to be very clear that this email is sent to provide information to our members so they can make informed, educated decisions about their own attendance at the courthouse, not to spread rumours and fuel the flames of panic.

From what I understand the person has not been in the courthouse since last Tuesday, March 17th, when they went home due to flu like symptoms. This person has been communicating with their managers/superiors through email and phone calls until recently. This person has not been tested for Covid-19. Information provided to the managers/superiors at various times has been contradictory. What the person claims to have been informed by telehealth does not appear to be consistent with the information provided to the general public.

As it stands at this moment, the courthouse is still open. I have attached the memo sent to staff last night [*see below*]. It does not provide nearly as much information as I have sent here. I have strongly encouraged management at the courthouse to inform the staff of the specific details, so they can make an informed decision about whether or not to attend work.

Again, this email is to keep you apprised of the situation. I do not have any other information at this time. If/when it becomes available, I will let you know. Please take care of yourselves and stay safe.

Mark

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Sarina Kashak
Director of Court Operations

Telephone: (905) 836-5484

MEMORANDUM TO: All Oshawa Courthouse staff and stakeholders

FROM: Sarina Kashak, Director of Court Operations

DATE: March 22, 2020

SUBJECT: **UPDATE ON COURTHOUSE**
Lt. Col. Samuel S. Sharpe D.S.O. MP Courthouse
Oshawa, Ontario

It was brought to management's attention about a posting on social media that some of you may have seen regarding COVID-19. This concern has been addressed with the employee, and the Court Based Emergency Management Team.

The building manager, Johnson Controls, has been and continues enhanced cleaning of the courthouse to help reduce any potential risk of exposure to COVID-19.

I understand that this situation may cause you concern. Your health and safety continues to be of the highest priority for me.

I would also like to remind you that the Employee Family Assistance Program is always available to support an employee's well-being. You can learn more at <https://intra.ontario.ca/mccss/employee-family-assistance-program>.

Please continue to be in touch with your manager about work arrangements. Your manager is available to answer any questions you may have.

Coronaviruses are spread mainly from person to person through close contact. There are everyday actions that can help prevent the spread of germs that cause respiratory illnesses. These include:

- wash your hands often with soap and water or alcohol-based hand sanitizer
- sneeze and cough into your sleeve
- avoid touching your eyes, nose or mouth
- avoid contact with people who are sick
- stay home if you are sick
- do your best to keep at least 2 metres from others.

If you or anyone you know has symptoms consistent with COVID-19 they should be encouraged to use the [online self-assessment tool](#) on the Ontario Ministry of Health [website](#) to help determine how to seek further care; and then contact their primary care provider [or](#) contact [Telehealth Ontario](#) at 1-866-797-0000.

You can learn more at <https://www.ontario.ca/page/2019-novel-coronavirus> and about [Enhanced Measures to Protect Ontarians from COVID-19](#).

Thank you for your understanding and commitment to the ministry.

Sarina Kashak
Director of Court Operations