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MEMORANDUM

TO: Lt. Col. Samuel S. Sharpe D.S.O. MP Courthouse CEMT
Matthew McGavock, Policy and Program Analyst, OCJ Office of the Chief Justice
Grace Morrison, OCJ Regional Manager
Justice Participants
Lt. Col. Samuel S. Sharpe D.S.O. MP Courthouse. Oshawa, Ontario

(Note: Please share this memo with relevant staff, justice participants and stakeholders)

FROM: Rebekah McNeill

DATE: June 5, 2020

RE: Update on COVID-19

I am writing to staff and justice participants of the Lt. Col. Samuel S. Sharpe D.S.O. MP courthouse to share an update.

On Monday, June 2nd 2020, I informed you that a person who works at the Lt. Col. Samuel S. Sharpe D.S.O. MP courthouse had undergone testing for COVID-19. I am very pleased to inform you that the test results have come back **negative**.

Your health and well-being are of the utmost importance and so, again I would like to remind you that coronaviruses are spread mainly from person-to-person through close contact. Please ensure you continue to practice distancing (keeping at least 2 meters from others) and proper hygiene protocols, including:

- washing your hands often with soap and water or alcohol-based hand sanitizer,
- sneezing and coughing into your sleeve,
- avoiding touching your eyes, nose or mouth,
- avoiding contact with people who are sick, and staying home if you are sick

If you are not well, please contact your supervisor immediately. Further, if you or anyone you know has symptoms consistent with COVID-19 you are 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 a primary care provider or [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](#).

For more information, please visit the MOH COVID-19 website for additional information: <https://www.ontario.ca/page/2019-novel-coronavirus-2019-ncov#section-6>.

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

Sincerely,

Rebekah