

Ministry of The Attorney General
Courts Administration
Regional Municipality of Durham
150 Bond Street East
Oshawa, ON L1G 0A2
Tel.: 905-743-2626
Fax.: 905-743-2625

Ministère de la Procureure générale
Administration des tribunaux
Municipalité régionale de Durham
150, rue Bond est
Oshawa, ON L1G 0A2
Tél. : 905-743-2626
Télééc. : 905-743-2625

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

FROM: Julie Legassicke, Supervisor Court Operations

DATE: April 30, 2020

RE: Update on COVID-19

I am writing to staff and stakeholders at the Lt. Col. Samuel S. Sharpe D.S.O. MP Courthouse, to share some information with you out of an abundance of caution.

I have been advised that a person who works at the Lt. Col. Samuel S. Sharpe D.S.O. MP Courthouse began feeling unwell on Monday, April 27th. The person was last present at work on Friday, April 24th. They sought medical advice, and are scheduled to be tested for COVID-19 tomorrow, Friday, May 1st. The person is currently self-isolating pending test results and will not return to work until cleared to do so by medical professionals.

We have consulted with the Durham Region Public Health Unit for guidance on this case, and been advised that, given our existing precautions in the courthouse, no further actions are required at this time.

As previously noted, the Lt. Col. Samuel S. Sharpe D.S.O. MP Courthouse has been receiving and continues to receive enhanced cleaning a minimum of three times per day since mid-March. Enhanced cleaning involves targeted cleaning of high-contact surfaces with a strong disinfectant. It takes place in those areas with public-facing interaction which may be at higher risk for potential spread of the virus. Daily enhanced cleaning does not replace regular cleaning, which continues pursuant to pre-existing service level agreements. An additional one-time targeted cleaning was also completed on Sunday, April 26th.

Once the test results for this person are known, likely within the next 1-7 days, I will share this information with you.

As a reminder, 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

I understand that this situation may cause you concern. Your health and safety are of the highest priority. If you have concerns, or if you are in a high-risk group as identified by Ministry of Health, you are encouraged to use the online self-assessment tool <https://covid-19.ontario.ca/self-assessment/> and to discuss alternate work arrangements with your manager.

Should you or anyone working in the courthouse experience symptoms, please contact a health care provider or Public Health immediately and advise your manager. If necessary, Public Health will advise the Ministry on next steps.

For more information, please visit the Ontario 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 of helpful resources available from the Employee and Family Assistance Program: <https://intra.ontario.ca/ops/efap>

Sincerely,

Julie Legassicke
Supervisor, Court Operations