

**Ministry of The Attorney General**

Courts Administration

Regional Municipality of Durham

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**Ministère de la Procureure générale**

Administration des tribunaux

Municipalité régionale de Durham

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

*(Note: Please distribute broadly to staff, justice participants and stakeholders)*

**FROM:** Rebekah McNeill, Manager

**DATE:** Monday September 14<sup>th</sup>, 2020

**RE:** 09082020-004 – Health Update at the Lt. Col. Samuel S. Sharpe  
D.S.O.MP

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I am writing to provide health information regarding the Lt. Col. Samuel S. Sharpe D.S.O. MP Courthouse.

On September 14<sup>th</sup> I learned that an individual who works at the Lt. Col. Samuel S. Sharpe D.S.O. MP courthouse tested positive for COVID-19. The individual was tested on September 8<sup>th</sup> and their positive test result was received on the evening of September 13<sup>th</sup>.

This individual was last in the building on September 4<sup>th</sup>. They were not symptomatic on the day they attended the courthouse/building. They have confirmed that they adhered to infection control protocols while in the courthouse/building, including physical distancing and wearing a face covering or PPE. The individual has been advised by Durham Public Health Unit to self-isolate as a normal public health preventative procedure.

I wish to assure you that in responding to this case, as in all cases of COVID-19, the Ministry is relying upon the expertise and guidance of public health officials. Management has been in contact with Durham Public Health Unit about the specific details of this case and any additional precautions that are required by the Ministry. The Durham Public Health Unit is taking necessary steps to reduce transmission, including contact tracing. Contact tracing is a function solely of Public Health authorities, who proceed based on the specific circumstances of each individual case, and on an assessment of whether people were in close contact with the person who tested positive. The Durham Public Health Unit has informed management that if they believe there was close contact between the person who tested positive and other people who work at the courthouse/building, the Durham Public Health Unit will be in touch with the contacts directly.

As you know, MAG's policies, including active screening, physical distancing, hand hygiene, PPE and face coverings, are in place to reduce the possibility of close contact and virus transmission. I urge you to continue to be proactive at all times in following the precautions in place in the courthouse.

Since mid-March, the courthouse has been receiving and continues to receive enhanced cleaning on a regular basis.

All staff and stakeholders should continue to self-monitor. Should you or anyone in the workplace 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.

I understand that this situation may cause you concern. Your health and safety is of the highest priority for me. We are in ongoing discussions with the Public Health Unit and will continue to follow their guidance around best practices to ensure your safety.

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 [here](#).

As a reminder, 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:

- stay at least 2 metres (6 feet) from others,
- wear face coverings or PPE, as indicated,
- wash your hands often with soap and water,
- use hand sanitizer as needed,
- sneeze and cough into your sleeve,
- avoid touching your eyes, nose or mouth,
- avoid contact with people who are sick, and
- stay home if you are sick

If you have concerns, or if you are in a high-risk group as identified by the Ministry of Health, you are encouraged to use the online self-assessment tool <https://covid-19.ontario.ca/self-assessment/> and to discuss any concerns with your manager.

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

Thank you for your understanding and take good care.

Rebekah McNeill  
Manager of Court Operations  
CEMT Lead