

**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

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

**FROM:** Rebekah McNeill

**DATE:** April 25, 2020

**RE:** Update on COVID-19

---

I am writing to provide an update regarding the Lt. Col. Samuel S. Sharpe D.S.O. MP Courthouse. Oshawa, Ontario.

On April 20<sup>th</sup>, I informed you that an employee working at the Courthouse was tested for COVID-19. This employee has not been in the building since April 17, 2020. At this time, this employee's test results have not yet come back from Public Health.

On April 23<sup>rd</sup>, I informed you of another employee who was tested for COVID-19. Today I was informed that the test is confirmed positive. This individual has not been in the building since April 20, 2020. The employee has been in continued contact with Durham Region Public Health and will continue to follow their direction.

The individual was advised by Public Health to self-isolate, which is a normal public health preventative procedure.

After careful consideration of all of the facts and with the expert advice and evidence provided by Durham Public Health, the MAG MAG decided that a courthouse closure is not warranted.

Since mid-March, the courthouse has been receiving and continues to receive enhanced cleaning on a regular basis (minimum 3 times per day). I have spoken with an official with Durham Public Health and shared information about our cleaning practices

and infection protection protocols. The Public Health official has endorsed our current enhanced cleaning process and commented that it is excellent. Public Health has also informed me that due to the fact that this employee has been out of the building for the past 5 days, the risk is low. Within the courthouse, we have all been vigilant about practicing social distancing as well as other infection protection controls while in the building.

In addition to the enhanced cleaning, we have taken a further step and requested additional one-time targeted cleaning for those areas that the confirmed positive employee attended on April 20. We are undertaking this targeted cleaning out of an abundance of caution and note that it exceeds the advice provided by Public Health. WASH court has been moved to Cobourg Courthouse to accommodate the cleaning, no one should be attending the courthouse during this time. It is expected that courts will resume on Monday April 27, 2020.

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:

- 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
- staying home if you are sick
- keeping at least 2 metres from others.

The Ontario Ministry of Health [website](#) provides important information about COVID-19 and how to protect yourself. Furthermore, if you or anyone you know has symptoms consistent with COVID-19, they should be encouraged to use the [new online self-assessment tool](#), contact their primary care provider, the public health unit or [Telehealth Ontario](#) at 1-866-797-0000.

Yours truly,

Rebekah McNeill