

MEMORANDUM

DATE: January 4, 2022

TO: All Employees

FROM: Senior Leadership Team

RE: COVID-19 Updates

We hope that all employees had a restful and safe holiday. We know that we are again facing challenging times with the rapid spread of the COVID-19 Omicron variant and want to ensure all employees that we are taking all necessary steps to safeguard the health and safety of all our employees.

On December 30, 2021, and January 3, 2021, the Ontario government, in consultation with the Chief Medical Officer of Health, announced updated COVID-19 measures. This includes the most recent announcement of temporarily moving the province into Step Two of its Roadmap to Reopen. The key elements of these changes are outlined below.

COVID-19 Testing and Isolation Periods:

With publicly funded PCR testing now only being available for high-risk individuals who are symptomatic, employees experiencing symptoms of COVID-19, as outlined in TRCA's Daily Screening Survey [COVID-19 Screening Survey \(trcastaff.ca\)](https://trcastaff.ca), **that is required to be completed daily for employees attending any TRCA office, site or facility**, are required to follow the direction of their local public health and self-isolate as directed by public health.

For information on self-isolation and self-monitoring guidelines, visit your local public health website below are quick links to local public health units. You can also review the linked [provincial guidelines](#). Note this information does not change the reporting requirements of employee possible exposures, symptoms or exposures of COVID-19 to your supervisor and/or Health and Safety Specialist, as TRCA has additional isolation measures in place. This information is rapidly shifting, so it is important to contact your local public health unit for further direction and report the information to your supervisor and/or Health and Safety Specialist.

[Toronto Public Health](#)

[Durham Public Health](#)

[York Region Public Health](#)

[Peel Public Health](#)

[Simcoe County Public Health](#)

[Dufferin County Public Health](#)

Delayed Return to School:

As announced by the Chief Medical Officer of Health, students across the province will not return to school until January 5, 2022 and will be remote until at least January 17, 2022. Given this will likely have an impact on some of our employees who will need greater flexibility, we ask that you work directly with your supervisor on any support you need in this regard.

Reduced Capacity (impacting TRCA):

- Limiting capacity at organized public events to five people indoors.
- Requiring businesses and organizations to ensure employees work remotely unless the nature of their work requires them to be on-site.
- Closing indoor meeting and event spaces with limited exceptions but permitting outdoor spaces to remain open with restrictions.
- Closing museums, galleries, zoos, science centres, landmarks, historic sites, botanical gardens and similar attractions, amusement parks and waterparks, tour and guide services and fairs, rural exhibitions, and festivals. Outdoor establishments permitted to open with restrictions and with spectator occupancy, where applicable, limited to 50 per cent capacity.

The Health and Safety team is in the process of updating the ***COVID-19 IMS Safe Work Procedures for the Delivery of Events & Programs*** and the ***Albion Hills Cross Country Skiing Program COVID-19 Protocols*** to reflect the new capacity limits. The team will be sending out these updated documents in the next few days.

Additional Proactive Measures:

TRCA will be putting in place additional proactive measures to create more layers of protection for employees and support ongoing operations of our critical work. This includes:

- The procurement and distribution of additional masks that include procedural masks and N95/KN95 masks. More information will follow on this in the coming weeks.
- Review of TRCA's COVID-19 Vaccination Policy related to booster immunizations.
- Continued mental wellness focus. TRCA will be continuing the monthly lunch and learn recorded sessions with a continued focus on mental health and wellness.
- Continued monitoring and tracing of all potential COVID-19 contact exposures.
- Planning for increased employee absences and assessment of redeployment requirements for critical business continuity.

TRCA is committed to monitoring and adopting public health and provincial guidance to stop the spread of COVID-19 and we remain committed to communicate this information and related shifts in protocols with all employees.

We would like to commend all TRCA employees for their vigilance in following TRCA's COVID-19 protocols. Without all of you, we would not be able deliver our critical work over the last 20 months.

If you have any questions, please reach out to your supervisor, or please contact Human Resources via email at hr@trca.ca.