

MEMORANDUM

DATE: March 15, 2022

TO: All Employees

FROM: Senior Leadership Team

RE: COVID-19 Update

For the past two years, TRCA has prioritized the health and safety of our staff, vendors and visitors to our sites/facilities. While we faced many challenges, we were successfully able to continue the majority of our operations albeit with modified practices to ensure health and safety and respect public directives. With many provincial and public health restrictions being lifted as of March 21, 2022, we wanted to take this opportunity to provide our employees with information on how this impacts our approach to managing the ongoing pandemic. TRCA will continue to monitor developments related to the pandemic and update its approach based on the most recent public health information and guidance. Any changes to TRCA's approach to managing the ongoing pandemic will be communicated to staff in a timely way.

With our workforce having received at least two vaccinations, and in light of the recent public health changes that have been announced, the focus of TRCA's approach is continuing to make available masks, cleaning products, sanitizer and other forms of protection, and encouraging individuals to continue to use the protection that makes them feel comfortable as they conduct their duties.

We remain committed to supporting a healthy, safe, and respectful working environment. To accomplish this, it is vital that our sites continue to be welcoming and inclusive spaces for all, respecting personal decisions related to COVID-19 health measures.

The following health and safety measures will continue to remain in place:

- Enhanced cleaning of our offices/sites/facilities.
- Encouraging hand hygiene and respiratory etiquette, such as coughing into your sleeve, handwashing etc.
- Masks, cleaning supplies and hand sanitizer will continue to be accessible to employees and visitors upon request.

The following health and safety measures will change as of March 21st:

- Employees, vendors and visitors will be expected to conduct their own self-screening using the provinces screening questions prior to coming to our offices/sites/facilities. Employees are expected to follow the screening direction and advise their supervisor if they are required to self-isolate, who shall advise their Health and Safety Specialist. Screening questions have changed with the lifting of restrictions and can be found on the provinces [website](#) as well as linked to TRCA's [Staff Hub](#).
- Masks will no longer be required to be worn, though they are strongly encouraged at this time. TRCA will continue to make masks available to TRCA employees at this time.
- Physical distancing protocols will no longer be required at our offices/sites/facilities.

- TRCA's IMS Procedures, developed as a result of COVID-19, will be withdrawn.

Different organizations and partners may have varying restrictions. For those employees that attend sites and locations external to TRCA, we ask that at a minimum you continue to follow TRCA's requirements. Where the external parties' requirements exceed TRCA's protocol, we ask that you follow their protocols while at their sites.

As we prepare for Phase 1 of our Return to Office on April 19, we know people will handle the shifting provincial restrictions differently. We ask that everyone continue to treat each other and their individual choices relating to masking, hygiene and distancing with respect and kindness.

We also want to remind employees of the available resources for supporting employees through these changing times:

- TRCA's **Employee Assistance Program** (EAP) through ComPsych provides confidential support, resources and information for personal and work-life issues.
- TRCA **Wellness and Mental Health Lunch and Learn** series provides live and recorded sessions of varying topics by an expert in the field. Sessions are available to all employees via the LMS and recordings of sessions can be found on the Staff Hub – [HR page](#).
- Additional Resources to support employee health and wellness have also been posted on the Staff Hub – [HR page](#) on the following topics:
 - [Managing the Impact of COVID-19](#)
 - [Coping Strategies for Employees](#)
 - [Employee Guide to Remote Work](#)
 - [Mental Wellbeing](#)

Thank you to everyone for their continued commitment in adhering to our COVID-19 prevention and health and safety measures.

After two years of public health restrictions, we will all handle these changes in different ways and at different paces, so please remember to treat each others' choices with kindness and respect.

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