

March 17, 2020

To Families, Volunteers, and Other Stakeholders

There are now three confirmed cases of COVID-19 in Kingston. Please be advised CLKD has a thorough, up-to-date Pandemic Plan that we are executing in stages and ways consistent with these changing circumstances. With that in mind and in order to keep everyone informed, the following steps are being taken to safeguard the health and safety of persons served, families, employees and other stakeholders:

- All CLKD offices are hereby closed. These include 541 Days Road, 645 Gardiners Road, and 26 Mill Street in Gananoque. Essentially, this means that no visitors will be welcomed at those locations other than for exceptional circumstances and with prior approval. Despite these closures, some staff members will continue to work from our offices while many others will begin working from home. Please note that business operations, management, and other administrative functions and supports will not be disrupted in any way as a result of the closures;
- Volunteer services and student placements are suspended indefinitely, effective immediately;
- We are scaling back non-essential support arrangements on a case by case basis. We are continuing to evaluate ongoing and may be required to further reduce non-essential supports in the future;
- Effective immediately and until further notice, there will be no visitors allowed at our 24 hour support homes in Residential Services, including family members of persons served. People will be encouraged to use the phone and/or Face Time as an alternative to personal visits. While we regret having to make this decision and know that it's an imposition, it is consistent with the advice of public health experts in these circumstances and is in the best interest of the health and safety of all concerned;
- All staff members reporting to work at our 24 hour support homes in Residential Services will be required to have their temperature taken in addition to completing a COVID screening questionnaire before beginning their shift. This will be expanded to other support situations as appropriate.

Thank you for your understanding and support. Please feel free to reach out to me or anyone on the management team if you have any questions.

Peter Sproul
Executive Director