



## Memo

September 21, 2020

**To: All Township of Southgate Staff**

**Re: Staff Updates**

Over the past few weeks and days there have been updates and changes that we want our staff to be aware of and provide as much information as we can. Please read through the following and let me or your department head know if you have any questions or concerns.

### **September 19<sup>th</sup> Provincial Announcement of reduced gathering sizes**

Effective immediately the Ontario government announced that private social gatherings have been reduced to 10 people at an indoor event and 25 people at an outdoor event. Fines have also been increased for those that do not adhere to the restrictions.

### **Township of Southgate: Phase C**

We have entered our Phase C at the Township which includes more staff returning to the office and more in-person services being offered. All protocols are still in place; please refer to the COVID-19 Master Protocol binder located at each location. During Phase C we will still be using virtual meetings for most if not all meetings to be safe, unless a site meeting is with masks and physical distancing is necessary to achieve the goals of the meeting.

### **New ESA Poster**

The Employment Standards Act (ESA) has released an updated version of their poster for employment standards in the workplace. Posters have been sent out to each location.

In addition to the above updates, we also wanted to address a common question that has been asked: **"What if I have a family member in my household that is sick? Do I need to stay home?"**.

We have reviewed the various situations and options and believe these need to be handled on a case by case basis. There are different factors that come into consideration when making this type of decision including the symptoms of the person that is sick, the contact that person may have had with others, the number of cases in our area, etc.

If you have someone in your household that is sick (including children that have been sent home from school/daycare due to symptoms), please contact your department head or human resources before coming to work and we will work with you in a confidential manner to handle the situation. You may be asked to work from home if possible or work on your own until the situation changes. If you are the one with the symptoms/illness you must stay home and contact your supervisor/department head.

If you have any questions, please let me know.

Thank you,

Kayla Best  
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