

Memo to All Membership/families/guardians & RHA Staff,

March 17, 2020 Updates Regarding Prevention, Preparedness & Information of Covid-19

From: Chief Executive Officer and RHA Emergency Operations Team

Further updates, as of this moment Premier Jason Kenney has announced a Public Health Emergency and City of Edmonton a State of Emergency.

RHA continues to strategize daily with the goal to reduce service exposure. As of today the following actions have been implemented:

- RHA has implemented an Emergency Operating Team (EOT) that is meeting daily to assess ongoing situation. This team is responsible for decisions for Operation, Planning/staffing, Logistics and Finance. Decisions made by this team will be communicated as soon as possible.
- VPN access and work from home options are being set up for critical functions (we have been extremely fortunate to have acquired a donation of 55 refurbished computers today that will be used during this implementation). The majority of administration staff are working remotely and will not be in the office.
- All commercial facilities will be deploying staff who are able to work from home to do so.
- **We appreciate all families who have already taken their individual in service home to self-isolate. We are asking all families/guardians that are in a position to take individual(s) home to please do so. This will further protect people, reduce pathways for spread, and free up staffing for emergencies and essential services.**
- It is essential that all commercial Day Service facilities significantly reduce the number of people accessing our facilities daily and further decisions will be implemented.
- A new locked, external mailbox outside of the front entrance at the Learning Centre. For visitors/families to drop off mail.

Thank you for your support and understanding. Please know that RHA management and staff are working to ensure we are all safe and supported, we are all in this together!

Stay safe,



Ann Marie LePan

Chief Executive Officer

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