

**From:** [Shobha Oza](#)  
**To:** [All FHC Staff](#); [AllStaffHATP@healthaccessstp.org](mailto:AllStaffHATP@healthaccessstp.org); [Residents](#)  
**Subject:** IMPORTANT UPDATE and CHANGES  
**Date:** December 23, 2021 3:38:43 PM  
**Importance:** High

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Dear staff,

With our continued commitment to follow guidelines and directions from Public Health and our IPAC colleagues, the following **updates and changes will come into effect today through to January 28, 2022.**

- Extra precautions are required **around shared spaces**: 6 feet distancing is no longer considered a safe distance to avoid possible transmission. Therefore, we ask that:
  - Schedules: Until Jan.28<sup>th</sup>, staff continue to work from home, when possible, with the understanding that everyone will be required to come onsite and/or be redeployed at different points in time to support with screening, connecting clients to vaccination centres, providing support and coverage for staff that may need to be off due to requirements to self-isolate, etc. and other organizational supports where appropriate.
  - Offices/Workspaces Managers will be working with teams to review workspace arrangements where two or more staff share an office, to determine if the space is large enough.
  - Lunch room areas: use for food prep and limit to one staff use at a time.
    - FL site: Board room, small program room, and offices on the 2<sup>nd</sup> floor not in use can be utilized. Also, the C. Sneyd room will be divided into 2 to accommodate 1 staff per partitioned area. As well, the Ravine Room and unoccupied offices on the 1<sup>st</sup> floor can be utilized. Please see Onsite Support Staff if you have challenges finding space to eat lunch.
    - FV site: Peanut room: 2 staff at opposite ends, lots of other office and rooms available
    - HATP site: unused office space. Please see Onsite Support staff if you have any challenges.
    - Room capacity signage will be updated.
    - Staff are REQUIRED to disinfect any space they use as lunch/break areas, both prior to and after use. Disinfection supplies are available in the rooms outlined above. If you need more supplies, please connect with Onsite Support staff.
  - Waiting rooms: few clients in these areas as possible; we will make every effort to have clients moved into exam rooms as soon as possible.

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FL site: screening desk will be brought back in lobby area with some waiting area seating.

- **Client appointments:** Virtual care option should be offered as the primary option. Decision making matrix will be updated and circulated. Lisa and Catherine will work with teams to clarify booking guidelines. As well, providers will work with medical secretaries to review bookings.

- **N95 Masks:** N95 masks will be provided to staff as per Directive #1 from the Chief Medical Officer of Health:

“All health care workers providing direct care to or interacting with a suspected, probable (i.e. placed in precautions as high risk contact, in an outbreak zone of the facility or recently transferred from a facility in outbreak) or confirmed cases of COVID-19 are to use a fit-tested, seal-checked N95 respirator (or approved equivalent), eye protection (goggles or face shield), gown and gloves.”

Staff requesting to use an N95 who do not meet the criteria above and wish to purchase one will be provided with info on where to get one.

- Fit testing for N95 for staff meeting the above criteria will be expediated over the next few weeks as part of support from our East Toronto Health Partners. Iman will be following up with those that meet this criterion. For all other staff, fit testing has been scheduled for early January.

- **Vaccines for staff and Immediate household members:** With support from MGH, we can make available Thorncliffe Park Hub vaccine tickets in an extra effort to support staff with immunization and help keep staff and immediate families stay safe. Please see contact Cinthya Narvaez at [cnarvaez@fhc-chc.com](mailto:cnarvaez@fhc-chc.com) if you are interested in getting some tickets. We are also exploring other ways we can support staff and immediate household members with vaccine access.

We thank you sincerely for your ongoing work and support over this very challenging time. It is with your support, efforts and service that we can continue to serve our communities and support a healthcare system that is integral to keeping us all safe and well.

Thank you,  
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