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UNGAVA TULATTAVIK HEALTH CENTER
CENTRE DE SANTÉ TULATTAVIK DE L'UNGAVA

March 13, 2020

To: All employees
From: Samuel Mercier, Human Ressources Director

Subject: Information to employees - Coronavirus

Good day to all;

The pandemic was declared by the World Health Organization on March 11th 2020. This means that we have passed the preparation phase and we are currently in the intervention phase. We consider it important to keep you informed of developments and the impact this situation has on the staff of Tulattavik Health Center in Ungava.

Travels and Isolation
All employees and physicians **returning from foreign countries on or after March 12, 2020** are required to undergo a **mandatory 14-day isolation**. This period of isolation will be remunerated. Mandatory isolation necessarily means that employees are prohibited from flying to return to work.

For all employees and physicians who have **symptoms similar to the flu or the common cold**, the Prime Minister has asked for 14 days voluntary isolation. This period of isolation is not remunerated but accommodation measures (use of sick leave, bank holidays, banked time) could allow your salary to be maintained. In order to limit the risk of contamination of staff and the population, we request that this period of isolation be made before returning or leaving the territory.

In addition, we strongly recommend that our employees do not travel outside the country in the current context.

Possibility of reorganization of work – Displacement - Vacations
Considering the possible fluctuation of activities, it may happen, in order to ensure that we maintain the safety and quality of services, that staff movement be necessary between the different services or between communities or that vacations need to be postponed. In this case, your superior will advise you as soon as possible of the measures in place. We count on your cooperation when the situation requires it.

Fit-test beard shaving
Mask fitting sessions have been performed and more will be scheduled to ensure the safety of our workers. Given the context of the intervention, **shaving the beard is necessary for staff in priority sectors** (in contact with customers). In case of refusal to shave the beard, administrative measures may apply including the withdrawal from work without pay until the situation no longer requires the wearing of a mask.

Confidentiality
We recognize that the situation is of public interest and is changing rapidly. In this context, we would like to reiterate the **importance of confidentiality of information** received or noted in the context of your work. The posting of information on social media by staff members will not be tolerated.

Prevention of infection
Prevention of infection : it is everybody's responsibility! Thank you for applying the recommended precautions and to wash your hands more frequently.

Finally, we would like to thank you for the additional efforts that this situation requires and for your usual collaboration!