



Memo

TO: Staff

FROM: Clara Young
Director of Finance & Administration

DATE: December 22, 2022

RE: December 28 & 29 – Option to Work Remotely or in-Office

Covid and Influenza continue to significantly impact our lives. As we gather with family and friends this holiday season, we want to take extra precautions to reduce the risk of exposure to Covid and Influenza by reducing the number of staff in office.

Tikinagan offices will be open on Wednesday, December 28 and Thursday, December 29, 2022.

Although many staff have scheduled time off to be with family and friends this holiday season, we are encouraging staff who are scheduled to work these two days, to work remotely from home.

However, there may be staff who cannot work remotely and will be required to work in office.

For Health & Safety reasons, please confirm with your supervisor if you will be working remotely from home or working in office.

Merry Christmas, Happy Holidays & Happy New Year!