



# Memo

**TO:** All Staff

**FROM:** Rachel Tinney, Associate Executive Director

**DATE:** April 17, 2023

**CC:** Service Managers  
Karla Stanley, Director of Services  
Bill Kuzemczak, Director of Services  
Amy Hardy, Director of Services  
Gail Anderson, Director of Services  
Clara Young, Director of Finance and Administration  
Thelma Morris, Executive Director

**RE: TIKINAGAN PANDEMIC MEASURES - UPDATE**

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Tikinagan has made revisions to our pandemic measures which will be implemented as of April 18, 2023. (Updated copies of the Pandemic Measure in the Workplace Protocol and Services Contingency Plan to follow.)

Changes to the Pandemic Measures in the Workplace Protocol include:

- Daily Screening Questionnaire will no longer be required.
- Masking will be optional.
- If a Tikinagan employee or anyone in your household contracts COVID-19 (tests positive on a Rapid or PCR Test), they cannot attend a Tikinagan office/facility, use a Tikinagan vehicle, or have in-person contact with staff or clients for 5 days after testing positive.
- If staff test positive for COVID-19, they are required to promptly notify their supervisor and to submit results to [testresults@tikinagan.org](mailto:testresults@tikinagan.org).
- PPE supplies will continue to be available at all Tikinagan offices.
- Premium Pay as amended May 14, 2022, will remain in place. Please see attached Premium Pay memo and policy.
- Tikinagan staff are also required to follow any northern community/office pandemic measures put in place. Please keep your supervisor up to date on outbreaks or any changes to pandemic measures in your community.

If you have any questions or concerns, please contact your Service Manager.

Thank you for your continued co-operation with these measures.