



Administrative Offices Enhanced Lockdown

Policy Area: Pandemic Response Plan

Title of Policy: Administrative Offices Enhanced Lockdown

Effective Date: Feb 1, 2021

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Number:

Approved By: Adrienne Sabourin

Policy Rationale & Background

CPLF adheres to this Pandemic Protocol to safeguard Administrative personell from infection while conducting business. This enhanced lockdown strives to contain the infection from spreading to the entire administrative team.

Policy Statement

To provide safety for all administrative staff from contracting the virus.

Procedures

All administrative staff are to work remotely when possible. Individual members of a department are to not physically enter the department of which they are not a member of. Departments that have a small membership such as Finance and HR are to coordinate with their supervisor for pre-approval to enter work space. Supervisors are to stagger physical presence in the office space.

For departments that are large in membership such as Client Services/Case Management, CPLF groups its staff on alternate days for the option to come in the office upon pre-approval with the Client Services Supervisor if deemed necessary. The following Groups:

Block A (Monday, Wednesday): Rose, Hoda, Shaukat, Doug, Penny, Sharon

Block B (Tuesday, Thursday): Shannon, Azra, Rami, Keith, Carrie, Colin, Tammy

Floating Block (available 7 days per week): Adrienne, Neal, Lindsay, Donna, Rehan, Dora

All supervisors are to update the HR Manager as to whom is in the office at all times for contract tracing purposes.