


MEMO

TO: All Staff

FROM: The Senior Leadership Team 

DATE: March 13th, 2020

SUBJECT: Coronavirus Disease (COVID-19)
Directive for work and personal travel

Dear All,

Given the rapidly evolving spread and on-going uncertainty of COVID-19 risk, Pembroke Regional Hospital is providing the following travel directives with a goal to minimize the exposure and spread of the virus amongst hospital staff. For the purposes of this document, the term "hospital staff" pertains to hospital employees, physicians, students, volunteers and contract employees.

In order to keep our patients and hospital staff safe, PRH is implementing the following directives effective immediately:

- ❖ Travel outside Canada for work or personal purposes is strongly discouraged.
- ❖ If you are planning on travelling outside Canada, you must notify the Occupational Health and Safety department by telephone before you leave. You will provide your name, phone number, department, departure and return date, where you are going and your next scheduled shift. The contact number 24/7 is: ext 8200
- ❖ When you return to Canada, you must notify asap the Occupational Health & Safety department at the same number **before** you return to work.
- ❖ If you fall into any of the categories below, you will be asked to self-isolate for 14 days and contact Public Health. Public Health will be consulted prior to your return to work.
 - *Travelled to a country that is listed as a level three or four on the Government of Canada Travel Health Notice website www.travel.gc.ca or*
 - *Had close contact, without appropriate PPE, with a confirmed or probable case of COVID-19, or*
 - *Had close contact, without appropriate PPE, with a person with acute respiratory illness who has been to a level three or four country.*

- ❖ The travel advisories can change quickly so a country may not have been a level three or four when you left on your trip but may be upgraded to that level by the time you return.
- ❖ If you travelled to a country that is not level three or four, you will be asked to self-monitor for symptoms for 14 days. This includes monitoring and recording your temperature and general health. <S:\Coronavirus Resources\COVID-19 Self Monitoring Tool for Staff.docx>

Remember that we can never be 100 percent sure who is sick around us with any virus spread by the contact or droplet route, which is how COVID-19 is transmitted. **During your travels, keep you and your family safe by remembering the following:**

- practice frequent hand hygiene
- practice proper respiratory etiquette by coughing and/or sneezing into your arm or a tissue and not onto your hand
- avoid touching your eyes, nose and mouth
- avoid close contact with individuals who are sick
- If you are planning to participate in a mass gathering, there are some particular risks to keep in mind. Large numbers of people in small areas can enable the spread of infectious diseases and increase the risk of injury. Take the time to prepare and know how to reduce the risks.