



To: All Hospital and Health Research Institute staff, professional staff and volunteers

From: Dr. Stewart Kennedy, EVP, Regional Programs, Clinical Supports & Medical Affairs

Date: March 12, 2020

RE: **Incident Management Activation re: COVID-19 and Travel Recommendations Improve Safety**

The health and safety of patients, their families, staff, professional staff, scientists, volunteers, and the community is our top priority. That is why Thunder Bay Regional Health Sciences Centre has implemented the Incident Management System to support the situation regarding the 2019 Novel Coronavirus (COVID-19).

Incident Management roles have been assigned as follows:

Incident Manager: Dr. Stewart Kennedy
Medical Specialist: Dr. Zaki Ahmed
Safety Officer: Rose Lazinski
Information Officer: Tracie Smith
Liaison Officer: Amanda Bjorn
Operations Head: Dr. Peter Voros
Planning Section Head: John Ross
Logistics Section Head: Anne-Marie Heron
Finance/Admin Head: Peter Myllymaa
Emergency Preparedness Specialist: Nicole Moffet and Kathryn Shewfelt
Administrative Support/Scribe: Lindsey Wychopen

The team is meeting daily and making decisions as the situation develops. Regular updates regarding this incident will be provided as decisions are confirmed.

To report any immediate health and safety concerns regarding this incident, please contact Rose Lazinski at lazinskr@tbh.net.

To protect your health and safety, we are implementing travel restriction recommendations. To help prevent the risk of spread of COVID-19, the following measures are in effect:

Note – These recommendations apply to all employees who are planning future travel and those who are currently out of the country. The recommendations are subject to regular changes and updates as the situation changes. Regular updates will be shared as they occur.

Prior to any travel outside of Canada



All employees will inform Occupational Health and Safety (OHS) **prior to international travel departure and prior to returning to work at 684-6212**. This will ensure that the hospital has the necessary information to respond if the COVID-19 case definition is updated in response to changing circumstances.

Employees considering personal travel are urged to make careful decisions as you may be subject to an externally mandated quarantine during travel or upon your return. If during/after your travel, quarantine is ordered by government or another external agency, and you chose to travel to an affected area, you might not be compensated by the Hospital during the quarantine period.

All decisions about return to work after travel must be made by Occupational Health and Safety in consultation with Public Health.

Types of Travel Discouraged

Given the rapidly evolving and ongoing uncertainty of COVID-19 risk in many parts of the world, the following travel for work or personal reasons is strongly discouraged for health care employees.

Travel Outside of Canada - As recommended by the Ontario Hospital Association (OHA) any international travel by an employee for work-related or personal purposes is strongly discouraged.

Travel by Cruise Ship - As recommended by Public Health Agency of Canada, any travel on a cruise ship is strongly discouraged. You could be subject to quarantine procedures, on-board ship or in a foreign country. Local authorities may significantly restrict the services available on quarantined cruise ships. Upon return to Canada, the government requirement is that you will remain in mandatory isolation for 14 days at a location determined by the Chief Public Health Officer as per the terms of any applicable emergency orders.

Travel to an Affected Area (as outlined in the Government of Canada's Affected Areas list and as recommended by the OHA). If you do take the risk and travel to an affected area, you must contact Occupational Health and Safety (684-6212) prior to travel and upon return, prior to returning to work. You will need to remain off work and in quarantine for 14 days and depending on circumstances, may not be paid during your quarantine. We ask that you watch the travel advisories closely as these are changing regularly.

Travel to an Unaffected Area

If you travel outside of Canada to a location that is not an impacted area, you may return to work but must self-monitor for symptoms for 14 days from the relevant date. While there are no restrictions to work if you have no symptoms, informing Occupational Health and



Safety (684-6212) is essential to screen you for any symptoms, track your activities throughout the organization, and to ensure your well-being. We ask that you watch the travel advisories closely as these are changing regularly.

If you develop symptoms during the 14 days you are self-monitoring, you must immediately don appropriate Personal Protective Equipment (PPE), stop providing care as soon as it is safe to do so, go home and call Occupational Health and Safety (684-6212) to inform of your symptoms.

If, during self-monitoring, symptoms develop outside of working hours, you must remain off work until symptoms are fully resolved and negative laboratory tests have been confirmed. You must call Occupational Health and Safety to report your symptoms. OHS will collaborate with Public Health to determine when you can return to work.

Hosting International Guests

All travel to Thunder Bay Regional Health Sciences Centre by international guests for work-related purposes, including anyone hosting delegations, meetings, conferences or external student/observer placements, must be cancelled until further notice.

Contact Information

Occupational Health and Safety Department: 684-6212

Thunder Bay District Health Unit: 625-5900 - Ask to speak to a public health nurse in the Infectious Disease program

Telehealth 1-866-797-0000

Resources

Government of Canada COVID-19 Travel Advice: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html>

Government of Canada COVID-19 Affected Areas List <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/covid-19-affected-areas-list.html>

Thank you for your cooperation.

MEMO



Thunder Bay Regional
Health Sciences
Centre

Thunder Bay Regional
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Institute

Thunder Bay Regional Health Sciences Centre is a leader in Patient and Family Centred Care and a research and teaching hospital proudly affiliated with **Lakehead University, the Northern Ontario School of Medicine and Confederation College**.
Le Centre régional des sciences de la santé de Thunder Bay, un hôpital d'enseignement et de recherche, est reconnu comme un leader dans la prestation de soins et de services aux patients et aux familles et est fier de son affiliation à l'**Université Lakehead, à l'École de médecine du Nord de l'Ontario et au Collège Confederation**.

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