

Memo from Chief of Staff and President/CEO to ALL Staff

Date: **UPDATED March 15, 2020**

There have been a number of questions in recent days about travel given the spread of COVID-19.

As we previously stated our goal is to minimize potential risk to our patients and fellow staff members and to operate with an abundance of caution. It is difficult to be crystal-clear when there is so much changing. However, it is important for you to know what our position is at this time.

We continue to discourage all non-essential travel outside of Canada. Travel may be disrupted and/or you may be required to be in quarantine in your destination or upon return to Canada.

Also, before you travel outside of Canada please check your personal health travel insurance coverage. There are many possible changes/limitations to your coverage while travelling outside of Canada that could limit your ability for insurance coverage if you require healthcare while travelling – even day trips.



Travel to Specific Countries

ALL staff (**employees and professional staff**) who return from travel outside of Canada **to the following countries OR** are returning **from a cruise to any countries MUST** talk to and obtain clearance from an Employee Health Nurse prior to return to the Windsor Regional Hospital:

China
Iran
Italy
Japan
South Korea
Hong Kong
Singapore
France
Germany
Spain

Any Other Travel Outside of Canada (including day trips)

ALL staff (employees and professional staff) who travel outside of Canada at any point for any length of time **MUST** self-monitor on their return for at least 14 days. Self-monitor means to monitor your health for **fever, cough or difficulty breathing**.

On the first sign of **fever, cough or difficulty breathing** you **must** remove yourself from work. Employees need to notify their Supervisor **and** the Employee Health Nurse. A professional staff member must notify the Chief of their Department or Chief of Staff **and** the Employee Health Nurse.

The following is a list of Employee Health Nurses numbers to call:

- Monday to Friday 8 am to 4 pm: 519-254-5577 Extension 52588 or 32525
- After hours: (519) 995-1854 or (519) 995-0324

