

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

Date: March 16th, 2020

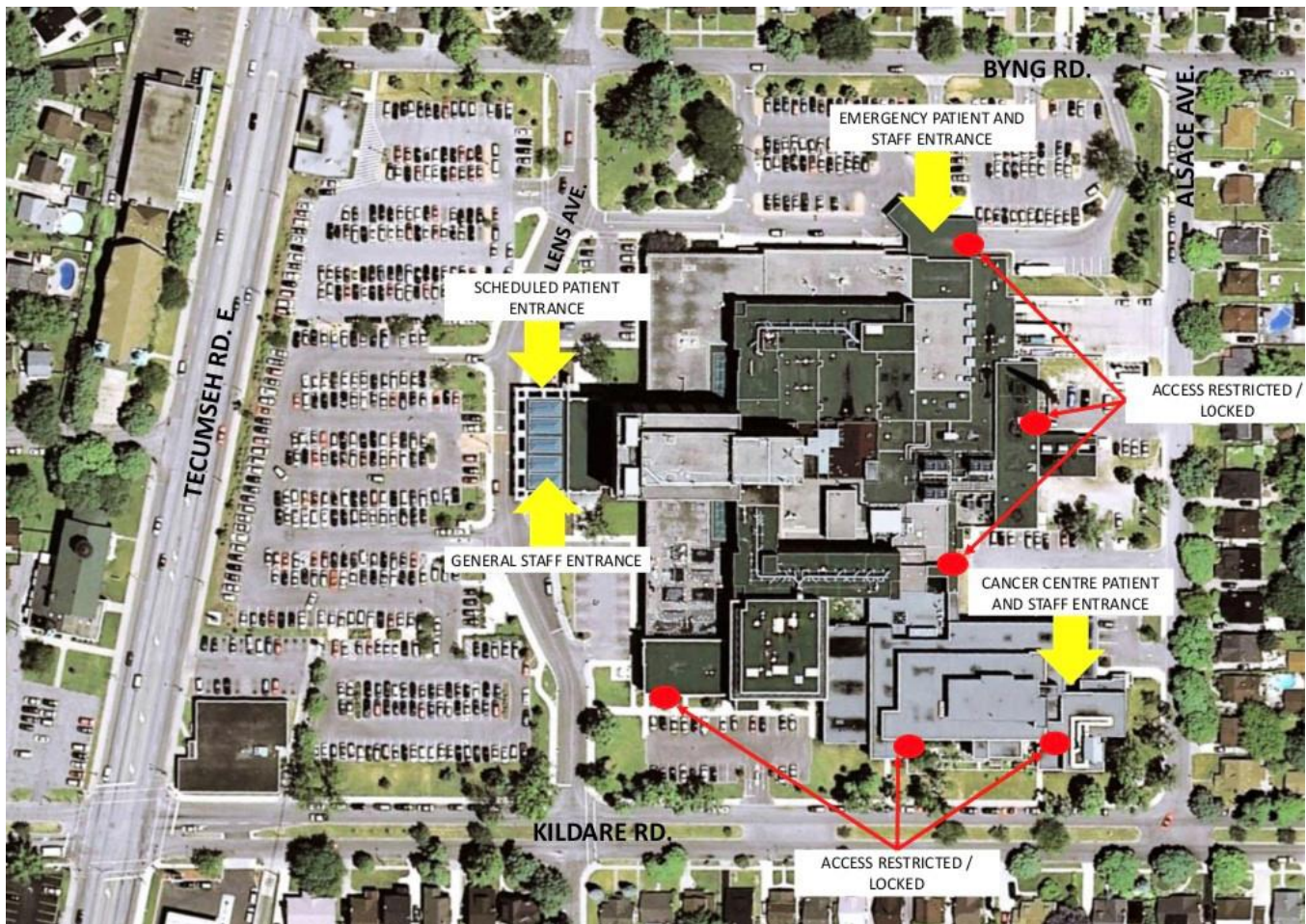
Please be advised that **EFFECTIVE TUESDAY, MARCH 17th at 6:30 am**, we have limited the number of entrances/exits available to **ANYONE** coming to WRH, including our employees and professional staff.

WRH team members are advised to use the following entrances **ONLY**:

Met Campus

Employees and professional staff may enter through the **west side doors of the main entrance** off Lens Ave.; the main Emergency Department entrance; and the main Cancer Centre entrance. Note the areas in red where access is locked.

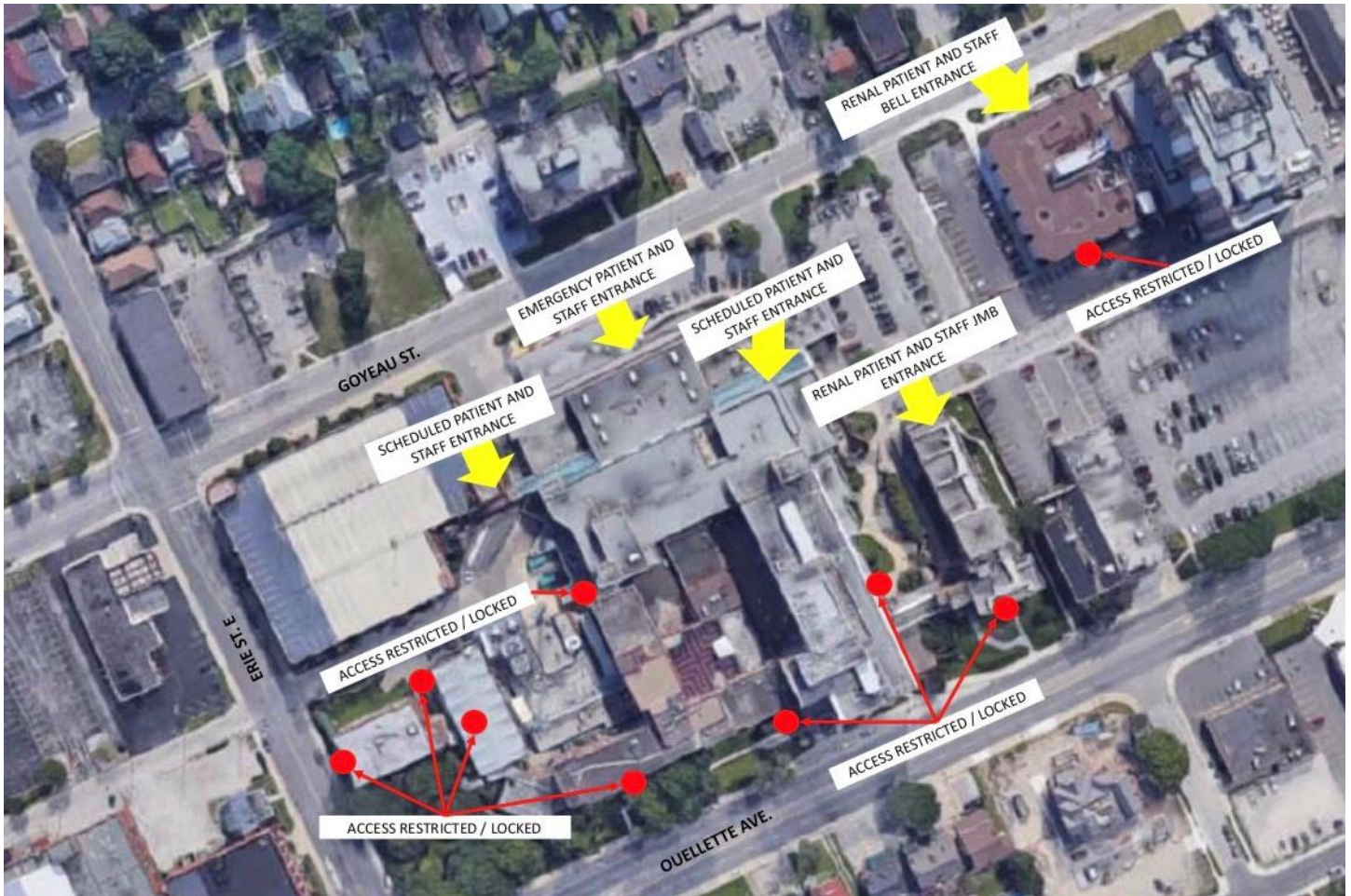
Metropolitan Campus - All Entrances - Staff and Patient



Ouellette Campus

Employees and professional staff may enter through the third level parking garage entrance; the main Goyeau lobby entrance and the main Emergency Department entrance. Those attending the Jeanne Mance building can enter through the east side doors noted on the map below. Those attending the Bell Building (dialysis) can enter only from the east side entrance off Goyeau St. Note the areas in red where access is locked.

Ouellette Campus - All Entrances - Staff and Patient



Note that like all patients and visitors, upon arrival at either campus **you will be SCREENED for potential symptoms of COVID-19 before leaving the entrance area.** Please allow extra time getting to work in order to account for the time it may take to get through screening. If you leave the building and then attempt to re-enter, you will once again have to go through the screening process.

What will I be asked at screening?

Staff will ask if you have any of the following symptoms:

- Fever
- Cough
- Shortness of breath
- Sore Throat
- Runny Nose

You will also be asked about recent travel history, contact with someone who has travelled to an impacted area and is sick, and contact with a probable or confirmed case of COVID-19.

Staff Screening Forms

To help expedite the screening process, please fill out a copy of the [STAFF SCREENING FORM](#). These are available on the WRH coronavirus webpage and the pandemic plan site. Please print it off and fill it out immediately before you come into work to save time. They will also be available for you at the entrance. They need to be completed daily.

We appreciate your patience while we work to keep all of our WRH team and our guests safe.

If you have further questions, please check with your manager.

