



## NOTICE TO COUNTY STAFF & VISITORS

**AS AT MARCH 15, 2020**

The Province has been taking significant steps to limit the transmission of the COVID-19 virus to limit the spread. As a result, we have implemented the following measures, effective immediately;

- Please be advised that public access to the Lanark County Administration Building, Lanark County Public Works Building, Carleton Place and Smiths Falls Sub-Offices has been restricted to **essential services only** (Ontario Works & Housing Services), effective immediately due to COVID-19 precautions.
- All departments are open for business. Please contact staff by phone and/or email.
- For staff who are currently travelling outside Canada, you will be on home assignment for 14 calendar days upon return to Canada. Please speak directly to your Manager/Supervisor.
- For staff who choose to leave Canada after March 15<sup>th</sup>, 2020, you will be required to stay away from work for 14 calendar days upon return to Canada, on sick leave to short term disability (STD), (requirement for a doctor's note will be waived during this situation). Please speak directly to your Manager/Supervisor.
- Staff who are registered to attend any external meetings, conferences, workshops, etc., must speak to their Manager/Supervisor, who will consult with the department Director.
- The Warden, County Council and Executive Management Team continue to monitor the situation and take direction from the Federal and Provincial government and Health Unit. As the situation continues to evolve, we will continue to keep you updated. Communication will be posted on the main page of the County website, and County social media platforms.
- As always, staff and residents are encouraged to be proactive and follow Health Unit directives on protecting themselves and their family during this situation.