**Appendix A – Memo to**

**Staff** **Ministère du Procureur general**

**Ministry of the Attorney General** Administration des tribunaux

1ier étage, 50, rue Eagle ouest

Court Services Division Newmarket ON L3Y 6B1

50 Eagle Street West Tel.: 905 853 4809

Newmarket ON L3Y 6B1 Fax: 905 853 4864 Tel.: 905 853 4809

**TO:** Newmarket Courthouse CEMT

Justice Participants – Newmarket Courthouse

Matthew McGavock, Policy and Program Analyst, OCJ Office of the Chief Justice

 Grace Morrison, OCJ Regional Manager

*(Note: Please share this memo with relevant staff, justice participants and stakeholders)*

**FROM:** Eleni Makos, Supervisor of Court Operations

**DATE:** September 4, 2020

**RE:** 09042020-002 – Health Update at the Newmarket Courthouse

I am writing to provide an update regarding the 50 Eagle Street, Newmarket Courthouse.

Today on Friday, September 4, 2020, I learned that an individual who works at the courthouse tested positive for COVID-19. The individual’s tests results came back positive today.

This individual was last in the building on Monday, August 31st, 2020. The individual was advised by Public Health to self-isolate, which is a normal public health preventative procedure.

Since March 23rd, 2020, the courthouse has been receiving and continues to receive enhanced cleaning on a regular basis. We have consulted with York Region Public Health for guidance on this case and have been advised that, given our existing precautions in the courthouse, no further actions are required at this time.

I understand that this situation may cause you concern. Your health and safety is of the highest priority for me. We are in ongoing discussions with the Public Health Unit and will continue to follow their guidance around best practices to ensure your safety.

I would also like to remind you that the Employee Family Assistance Program is always available to support an employee’s well-being. You can learn more [here.](https://intra.ontario.ca/ops/efap)

As a reminder, coronaviruses are spread mainly from person to person through close contact. There are everyday actions that can help prevent the spread of germs that cause respiratory illnesses. These include:

As a reminder, the proper hygiene protocols include the following:

* wash your hands often with soap and water
* sneeze and cough into your sleeve
* avoid touching your eyes, nose or mouth • avoid contact with people who are sick
* stay home if you are sick.
* stay at least 2 metres from others

I understand that this situation may cause you concern. Your health and safety are of the highest priority. If you have concerns, or if you are in a high-risk group as identified by the Ministry of Health, you are encouraged to use the online self-assessment tool <https://covid-19.ontario.ca/self-assessment/>and to discuss any concerns with your manager.

Should you or anyone in the workplace experience symptoms, please contact a health care provider or Public Health immediately and advise your manager. If necessary, Public Health will advise the Ministry on next steps.

For more information, please visit the Ontario COVID-19 website: <https://www.ontario.ca/page/2019-novel-coronavirus-2019-ncov#section-6> Thank you for your understanding and take good care.

Eleni Makos

Supervisor of Court Operations

Acting CEMT Lead