



Directives  
March 13, 2020

The overarching aim of these directives, developed in conjunction with best practices established by public health authorities, is to protect the health, safety and wellness of the RSC community as well as to ensure business continuity.

Effective immediately, all travel to locations designated by [Global Affairs Canada](#) as “Level 3 - avoid all non-essential travel” and “Level 4 - avoid all travel” is suspended until further notice.

For the Walter House team, all travel outside Ontario not considered vital to the mission of the RSC is also suspended. If you are uncertain or require advice about this requirement, please discuss with Linda.

No member of the community is expected to travel on behalf of the RSC if they are not comfortable doing so, even when it could be considered vital to the mission of the RSC.

Travellers are expected to take all reasonable precautions to minimize the likelihood of exposing the RSC community to increased risk upon their return.

Before booking or embarking on travel outside the province of Ontario, all members of the Walter House team are strongly encouraged to evaluate all associated risks, which may include the risk of becoming ill, falling under the restrictions of a foreign government, or forfeiting travellers cancellation or medical coverage.

All members of the community returning from a jurisdiction with an [active travel health notice](#) from the Government of Canada, whether the travel was business or personal travel, are expected to take reasonable steps to prevent exposing our community to risk. This includes self-monitoring and, if returning from a level 3 or level 4 locations, self-isolating for 14 days.

We can take personal measures to protect ourselves such as:

- Wash your hands with soap and water often. If soap and water are not readily available, you can use alcohol-based hand sanitizer, if hands are not visibly dirty.
- Avoid touching your face with unwashed hands.
- Use a tissue when you cough or sneeze and throw it in a garbage bin lined with a plastic bag.
- If you don't have a tissue, sneeze or cough into your sleeve.
- Wash your hands immediately after coughing and/or sneezing.
- Stay home if you're sick.
- Clean and disinfect surfaces that are shared and used often.

Workplace Planning



The capacity for the Walter House team to work remotely is being finalized, and an initial two-week work-from-home protocol will begin as early as Monday, March 16.

RSC SRC

