



Special Posting

Community. Integrity. Collaboration.

Memo: Housing Co-op Board of Directors and Staff

Date: January 13, 2021

Re: Ontario Imposes Second State of Emergency - Issues Stay-At-Home Order

From: Sophie Taylor, Executive Director, Peel/Halton CHF

"As per the Ontario government, in consultation with the Chief Medical Officer of Health and other health experts, is immediately declaring a second provincial emergency under s 7.0.1 (1) of the Emergency Management and Civil Protection Act (EMPCA). Ontario Government."

Can staff be at work?

Similar to the first stay-at-home order, maintenance, repair and property management services strictly necessary to manage and maintain the safety, security, sanitation and essential operation of the housing co-op should continue. For co-op offices, this will mean that offices are closed for regular business and that staff are only physically present in the office for essential tasks such as, emergencies and financial transactions (collecting housing charges, making deposits and paying bills).

Staff can be working but much of their work will now/or continue to take place remotely.

"Under this order, everyone must stay home and only go out for essential trips, such as going to the grocery store or pharmacy, accessing health care services, for exercise or essential work. All businesses across Ontario must ensure that any employee who can work from home does work from home."

Do I need a letter from my employer?

As per the Ontario Government's enhanced enforcement measures to reduce mobility, it may be helpful to have a signed letter from the Board of Directors. **Sample letter below.**

What else should co-op's be doing?

Co-ops should continue to limit contact when collecting housing charges, limit maintenance and other work in member units to support physical distancing. Boards should also consider limiting maintenance requests to urgent or health and safety concerns.

What is the Board's Role as an Employer?

In addition to your usual obligations as an employer, there are a number of additional steps that need to be taken in accordance with public health advice.

[Here](#) is a resource explaining what employers should know during a pandemic.

COVID-19 Safety Plan

Co-op's should have a COVID-19 safety plan. I have attached a copy of a sample COVID-19 Safety Plan for your reference.

Evictions Suspended

To support the stay-at-home order, the enforcement of residential evictions will be suspended until ordered otherwise by the court. Tribunals Ontario will not issue any new eviction orders until further notice. Sheriff's offices have been asked to postpone any scheduled enforcement of eviction orders.

Further Updates

We will keep you posted as more information becomes available.

Keep well, be safe and stay home!

Sample – Essential Employee Travel Authorization Letter

Co-op Letterhead

To whom it may concern:

Re: COVID-19 -Travel Authorization Letter

The bearer of this letter is an essential critical infrastructure employee providing maintenance, repair and property management services strictly necessary to manage and maintain the safety, security, sanitation and essential operation of the housing co-operative. A housing co-operative is a type of non-profit, member-controlled housing providing a mix of market-value and geared-to-income units.

The health and safety of our co-op communities are our primary concern. We continue to follow the latest COVID-19 updates and take all appropriate measures to operate safely.

The bearer of this letter is authorized for travel to and from this work location. Validation of this person's status as part of the property management and/or maintenance employee of the housing co-operative may be confirmed by contacting the co-op office at (insert phone number) or one of the following Board of Directors listed below.

Regards,

Board President

Phone:

E-mail

Corporate Secretary

Phone:

E-mail: