

April 20, 2020

**To: All KSCL Staff**

As we approach warmer weather and think about the continuation of the health measures set by the Provincial Health Officer, I realize it becomes increasingly difficult to carry on with the “Stay at Home” measures. It’s been especially difficult for those we support to adjust and understand why we have to stay home, but what I’m hearing from Residential staff is that everyone has developed new routines for their day and roommates are building on their relationships in a positive way. Additionally, Day Program staff continue to reach out to individuals, that are not attending the day programs or receiving their 1to1 supports, with regular check-ins and communication to ensure they know we are here for them too. Hopefully, we will start to see a slow return to “the new normal” as Dr. Bonnie Henry, PHO refers too. What that looks like seems to be the unknown, but she is firm in communicating to all of B.C. that our hard work of staying home needs to continue for a while yet.

Although life is different the business of KSCL is continuing. We are preparing for our annual Audit to begin, Board meetings are being held by Microsoft Team meetings (via online), and our annual Budget is being prepared for Board approval. I will be asking all Departments to submit their request for expenditure wish lists and needs this week.

As well this is KSCL CARF Accreditation Survey year. This will be KSCL’s 6<sup>th</sup> Survey and although we uphold & maintain compliance to the standards throughout the last three (3) years, we will be required to complete the Survey under a new Manual that comes out July 1, 2020. I am submitting the application for our survey in Oct/Nov timeframe, however with COVID-19, I am unsure at this point if there will be a delay or a re-schedule of the Survey. I had communication from CARF, that the spring surveys were cancelled and re-scheduled, but nothing about this Fall’s surveys. I am sure the re-scheduling and delays will create a backlog throughout the rest of the year, but until I know the outcome of this, we will assume our Survey will be proceeding.

Lastly, First Aid Certification and expirations. If any staff need a First Aid Certification or has a certification expiring, Red Cross certifications expiring between March 1 and June 30 will be extended 90 days beyond their expiry date.

Again thank-you everyone for your continued commitment to KSCL. The KSCL Administration team is available by email & by phone via On-call Manager at 250-365-9861. We continue to work from home and at the office to minimize our exposure to each other, but I want you all to know we are there for you! Take care.

**Kathleen Elias, Executive Director, KSCL**