

# MEMORANDUM

**To:** All Staff  
**From:** Suzann R. Doherty, Executive Director  
**Date:** April 3, 2020  
**Subject:** Use of the Emergency Preparedness Kit

It came to our attention yesterday that it was suggested to use the Hand Sanitizer in Emergency Preparedness Kits to sanitize hands of everyone entering the home. The purpose of the kit is to use when no other supplies are available, no water and no other means to clean your hands. Soap and water are currently available and still your best defence against the virus.

Currently, Avenue II has no available Hand Sanitizer other than a few small bottles for staff who support clients out in the community. Multiple efforts have been made to secure a supply since the beginning of March but with no success. We continue to look daily for supplies of this.

Locations were contacted yesterday to return the Hand Sanitizer to the kits and to preserve that resource for the appropriate emergency. Please ensure this has been done. Managers will be assigning staff to check for expiry dates of items in the Emergency Preparedness Kits and will also ensure that the kits are replenished, inspected and re-sealed,