



March 24, 2020

Office Update

Dear Members,

After the announcement yesterday we have confirmed that the Windmill Line Staff are considered essential services therefore the office will still be available to assist members as much as possible at this time.

However in response to the growing pandemic and in order to minimize the risk of exposure and infection for ourselves and others, **the following measures are being implemented:**

- As of this week staff will be transitioning to work from home
- Only one staff member will be on site each day of the work week (Monday-Friday)
- During **Rebecca's** work hours ALL CALLS will be forwarded to her. Please note this means there is only one line available at a time. If you receive a busy signal please wait and call back.
- During Rebecca's day off whoever is in the office will answer the phone or it will be forwarded to another staff member
- Staff members are always available through e-mail and will be checking it during work hours, throughout the day.
- Please note, outside of regular work hours and in the event of an emergency such as Loss of power, Flooding, Plumbing Issue etc. you should still contact **On –Call at (416) 254 – 7250,**
- Even when staff are on site the office is still closed, this is to protect ourselves and members from unnecessary exposure.

Thank you for your Co-operation, kindness and understanding during these strange times! – Windmill Line Office Staff

