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September 13, 2021

Dear SBC Staff,

Despite the provincial government's recent reimplementing of certain restrictions, we are planning to move forward with adjusting and increasing attendance schedules for many of our individuals towards the end of this month.

We are optimistic that our current number of fully vaccinated staff and clients, combined with our ongoing enhanced health and safety protocols, will limit the risk of serious illness and/or an outbreak at the agency.

As of October 01, 2021, schedule adjustments will begin for all individuals whose parents, guardians, or caregivers have requested a change. This includes both increased time and days per week for many individuals, and a shift to shared staff ratios for certain individuals. Please note that regardless of a shift to shared ratios, this change is only as per each individual's previously approved support plan, and all clients will continue to receive services within designated cohorts to minimize the risk of spreading any illness.

As of October 01, 2021 the work hours for all full-time staff will begin. The changes will be as follows:

- a. 8:30 am to 3:30 pm, Mondays through Fridays (7.0 hours a day/ 35.0 hours a week)
- b. Paid lunch break

Next week, SBC Leadership will host a Zoom meeting for SBC employees to answer questions and address concerns regarding the impact of these upcoming changes.

As many of you may know, we have several parents/guardians and caregivers who are urgently requesting a return to regular hours and days per week for clients. Our funders are expecting us to move forward with the changes as quickly and safely as possible. Please know that we will continue to implement extensive health and safety precautions for both staff and clients.

Thank you for all that you have done throughout the pandemic, and all that you continue to do to support our clients and to make SBC an outstanding agency!

Sincerely,

Kathryn

DAY PROGRAM SERVICES FOR ADULTS WITH DISABILITIES
Springboard Centre is a registered charity. All donations are welcome.

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