

Hi All,

We are very happy to announce effective July 19, 2023, Karrie Card, Registered Nurse, will be taking on a new part-time role within Ongwanada working as the Clinical/ Occupational Health Nurse. Karrie will be involved in supporting Carleen Arthurs, Occupational Health Nurse and Jocelyn Fleet, Director Clinical Support Services.

Karrie will be involved in the onboarding of new staff with preplacement health assessments. She will also provide support during absences/ vacations, sending and communicating medical information with appropriate parties, reviewing accommodations and return-to-work processes.

Karrie will also be involved in the training of new and current staff with medication administration and delegated skills. When required Karrie will also assist in infection control practices and outbreak management.

**From July 24- August 28** Karrie will be covering Carleen Arthurs' vacation, and supporting Occupational Health, two days a week every Tuesday/ Wednesday **only**. Occupational Health will be closed the other days of the week during this vacation time. Employees are encouraged to notify their Supervisor if they will be going on a medical leave. All medical documentation will be reviewed when Karrie is in the office.

Should an employee require an accommodation, during the days Occupational Health is closed, they are to notify both their Supervisor and Amy Kent, Human Resources- Return-to-Work Specialist. Medical diagnosis will not need to be communicated due to confidentiality; however, a list of restrictions will need to be shared in order to effectively accommodate an employee's needs.

For any mental or physical health related needs during the time Occupational Health is closed, staff are reminded to reach out to their physician, Employee Assistance Program (EAP) and/or if an emergency please go to your nearest emergency department. If an employee is experiencing COVID like symptoms, they are to contact their Supervisor/After Hours Supervisor for further direction.

If you have any questions or concerns, please do not hesitate to reach out to Carleen Arthurs prior to July 21, at 613-548-4417 ex.1173.

Effective July 19, Karrie can be reached at 613-548-4417 (your call will be directed appropriately) and/or via email [kcard@ongwanada.com](mailto:kcard@ongwanada.com)

Amy Kent, Human Resources- Return-to-Work Specialist, can be reached at 613-548-4417 ex.1152, cell-613-217-0085 and/or via email [akent@ongwanada.com](mailto:akent@ongwanada.com)

Thank-you,

Jennifer Marvin  
Director, Human Resources