

**Date: March 18, 2020**

**To: Residents**

**Subject: Update on Covid from the Township of Essa and Contacts for Staff**

At the Township of Essa we are working hard to keep staff up-to-date and encouraging everyone to take all necessary steps to keep themselves and their family safe. Our policy is a policy of not coming to work if you are not feeling well.

- We are open for business, safe behind closed doors
- Our hygiene and social distancing policies are in place and communicated to all staff
- We have new signage at our office, rec centres and roads garage to remind employees if they are not feeling well, they should not be at work
- We have waived all cancellation fees for programs and rentals as we understand the need to cancel or postpone scheduled services with us

As the world faces the coronavirus (COVID-19) pandemic, we have been receiving many inquiries.....We were asked if our staff (particularly those at rec centres) could screen for fever and exposure when the public entered (the arenas) (so that our rec centres could stay open). We are unable to offer this service.

Yes, our admin centre and our services are running behind the scenes – our employees are safe behind closed doors. Here are ways to contact us:

#### **Clerk's Department**

Lisa Lehr, Clerk, [llehr@essatownship.on.ca](mailto:llehr@essatownship.on.ca) ext. 117

Krista Pascoe, Deputy Clerk, [kpascoe@essatownship.on.ca](mailto:kpascoe@essatownship.on.ca) ext 116

Andrea Hutchins, Administrative Assistant, [ahutchins@essatownship.on.ca](mailto:ahutchins@essatownship.on.ca) ext 101

#### **By-Law Enforcement**

Madison Bagorro, By-law Enforcement Officer, [mbagorro@essatownship.on.ca](mailto:mbagorro@essatownship.on.ca) ext 122

#### **Public Works**

John Kolb, Roads Supervisor, [jkolb@essatownship.on.ca](mailto:jkolb@essatownship.on.ca) ext 112

Debbie Dollmaier, Public Works Coordinator, [ddollmaier@essatownship.on.ca](mailto:ddollmaier@essatownship.on.ca) ext 127

Sheila Perri, Engineering/Development Review Technician, [sperri@essatownship.on.ca](mailto:sperri@essatownship.on.ca), ext 130

#### **Building Department**

Drew Brooks, Chief Building Official, [dbrooks@essatownship.on.ca](mailto:dbrooks@essatownship.on.ca), ext 129

#### **Planning and Development**

Bev Mansbridge, Planner, [bmansbridge@essatownship.on.ca](mailto:bmansbridge@essatownship.on.ca), ext 111

Liam Munnoch, Junior Planner, [lmunnoch@essatownship.on.ca](mailto:lmunnoch@essatownship.on.ca), ext 104

#### **Parks and Recreation**

Jason Coleman, Manager of Parks and Recreation, [jcoleman@essatownship.on.ca](mailto:jcoleman@essatownship.on.ca), 141

Baileigh White, Administrative Assistant, [bwhite@essatownship.on.ca](mailto:bwhite@essatownship.on.ca) ext 107

#### **Treasury Department**

Joanne Black, Tax Clerk/Cashier, [jblack@essatownship.on.ca](mailto:jblack@essatownship.on.ca), ext 106

Emily Campbell, Accounting Clerk, [ecampbell@essatownship.on.ca](mailto:ecampbell@essatownship.on.ca) ext 134

Jocelyn Glass, Customer Support Clerk, [jglass@essatownship.on.ca](mailto:jglass@essatownship.on.ca) ext 103

#### **Office of the CAO**

Colleen Healey-Dowdell, Chief Executive Officer, [chealey@essatownship.on.ca](mailto:chealey@essatownship.on.ca), ext. 109

Athena Piskopos, Executive Assistant to CAO, [apiskopos@essatownship.on.ca](mailto:apiskopos@essatownship.on.ca), ext 105

Sincerely,

Colleen Healey-Dowdall, CAO