

Nogdawindamin Community & Family Services (NCFS) Office Update

Procedures for Meetings

Effective March 16, 2020, NCFS will prioritize digital solutions as it relates to meetings.

Client Meetings and Appointments

Clients may have the option of utilizing teleconferencing as a means for visits and appointments. Clients are advised to contact their workers.

Sending information to NCFS

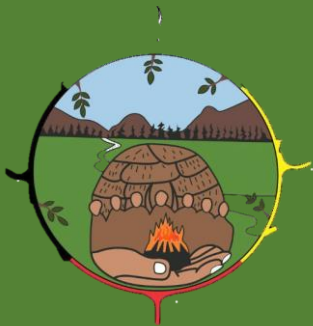
We encourage you to submit documents electronically as a priority. **Mail can be used, but, it is suggested that this not be used for urgent matters.** NCFS receptionists do attend each main and satellite offices daily toward the middle of the day for an hour to tend to mail and faxes, so you can understand that urgent information should not be faxed or delivered. This is subject to change in the upcoming days according to senior management needs and direction.

- Although digital sharing is preferred, we understand that this is not always possible and accordingly, all documents and packages will follow sanitization procedures before being processed.
- Packages will need to be delivered to staff residences or arranged for receipt by the Facilities Department at the Bay St. office. Couriers will be asked to follow sanitization procedures and be asked to place the items where directed.
- Regular mail is processed through the Head office in Batchewana from 1-4 pm and will follow sanitization protocols.
- For questions or assistance, please email facilities@nog.ca

Receiving information from NCFS

If you need a hard copy of any document, we will send this electronically. At NCFS, we have technology that is private and secure. It is our firm belief that our staff can continue to provide efficient services digitally.

Thank you for your patience.



Nogdawindamin Community and Family Services

March 25, 2020