



## MEMO

To: All Ongwanada Staff

From: Lorrie Heffernan

Date: September 13, 2024

Re: Reminder: Playing Sports While on Duty

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We would like to express our appreciation for your dedication and efforts in taking the individuals we support to local sporting events. Your commitment to providing enriching experiences is truly valued.

However, we need to remind everyone that while on duty, staff are not permitted to participate in sports activities. The primary focus of staff members during their shifts is to support and assist the individuals in their care. Engaging in sports or other non-essential activities while on duty can detract from this crucial responsibility.

Please ensure that your attention remains solely on supporting the individuals you are assigned to. If you have any questions or need clarification regarding this, please feel free to reach out to your supervisor.

Thank you for your cooperation and continued dedication.

Best regards,

Lorrie Heffernan  
Senior Director of Administration